

# Job Description



MEDICAL  
SCIENCES  
DIVISION

## MEDICAL SCIENCES DIVISION

<b>Job title</b>	Research Excellence Framework (REF) Officer
<b>Division</b>	Medical Sciences Division
<b>Department</b>	Medical Sciences Divisional Office
<b>Location</b>	John Radcliffe Hospital, Headington, Oxford
<b>Grade and salary</b>	Grade 7: £36,024-£44,263 p.a. (pro-rata for part time)
<b>Hours</b>	Full time. Part time (minimum 0.8 FTE would be considered) Minimum of one day per week in the office.
<b>Contract type</b>	Fixed-term until May 2029
<b>Reporting to</b>	Divisional Research Evaluation Manager
<b>Vacancy reference</b>	172795

## The role

The Research Excellence Framework (REF) is the UK's system for assessing the quality of research in UK higher education institutions. The REF Officer will provide specialist administrative support for the REF submission across a group of departments, across the Medical Sciences Division and one department in the Mathematical, Physical and Life Sciences Division. You will work closely with each department's academic and administrative REF leads and the academic Unit of Assessment Leads. Initially you will provide support across all units. However, closer to submission, it is likely that you will be responsible primarily for one or two Unit(s) of Assessment but may be asked to cover others during periods of leave (and vice versa) to contribute to continuity of support.

You will be expected to organise your work in collaboration with each department and Lead, with appreciation of the other workload that they have and to play a full part in supporting all aspects of the REF2029 to a high standard. The role includes managing administrative processes across each UOA as well as planning, undertaking and reporting key REF activity in line with the Central University timetable. You will therefore need to be able to propose and implement flexible solutions that meet local requirements while meeting a tight timetable for the University's preparations and respecting the constraints of other teams.

You will work across the various elements of REF from collation of staff data and outputs to supporting the work needed to draft the narrative elements of the submission (for example the People, Culture and Environment statement). These tasks require both the manipulation of data and the writing of clear narratives ranging from committee briefings to material for submission. You will therefore need to build effective relationships with other parts of the University, taking advantage of unified data processes where available, and so will have the opportunity to learn about their work.



You will need to build particularly strong relationships with departmental staff supporting REF, including Heads of Administration and Finance and academics across the UOA you are supporting. You will be required to build specialist knowledge of REF related tasks and recommend the most appropriate and efficient way to execute tasks, in consultation with each Department, the UOA Leads and the Research Evaluation Manager. This will involve you acquiring an excellent understanding of the REF processes and procedures and the confidence to advise senior academic colleagues on the rules.

You will also provide advice and guidance on administrative best practice and share learning and process improvement across each of the departments that you are supporting, across the Division and with colleagues in similar roles across the University. Preparation for REF involves handling some personal data so you will be required to learn and adhere to the relevant processes for information security.

The post is a full-time post, but applicants are welcome to discuss possibilities for flexible working arrangements. The post holder will be required to be in office at least one day a week with the team.

## Responsibilities

- Provide REF-related administrative support across departments in the Medical Sciences and MPLS Divisions, including ensuring that relevant information is made available, collected and reported in a timely manner.
- Work closely with the UOA Leads and other academic leads in each UOA to provide advice on REF guidance and criteria and support them in communicating the requirements of REF2029 to a broad range of researchers.
- Reply to questions relating to REF from colleagues in a timely and supportive fashion, drawing on in-depth knowledge of specialist information relating to the REF, and discretion and judgement in potentially sensitive matters.
- Collate and check data in relation to REF eligibility criteria to ensure accurate and complete information is available to the Main Panel Board for determining eligibility.
- Co-ordinate the collection, checking and correction of publication data via the University's Symplectic Elements system and specialist reports, in collaboration with the UOA Lead and departmental administration.
- Contribute to support for academics in using Symplectic Elements, including training and ongoing support to deliver the University's Open Access policy.
- Support the review and selection of academic outputs ensuring that each is treated in accordance with our Code of Practice.
- Manage a list of potential Impact Case Studies for each UOA, in liaison with the UOA Working Group, including the state of readiness and actions required.
- Collate data and narrative information for the UOA's REF statements, liaising with central University and departmental administration as required.
- Maintain electronic files for key information, sufficient not only to support efficient preparation but also provide information in response to audit enquiries received after the submission date.

- Support the Divisional Research Evaluation Manager in their formal roles on internal committees, for example identifying issues that may need to be raised and preparing papers for discussion.
- Support the organisation of the Main Panel Board and UOA group booking meetings, rooms and taking minutes.
- Contribute to evolving best practice across the University via internal forums and individual networking and support.
- Identify sources of particular risk, alert the Research Evaluation Manager and implement solutions, being confident to discuss difficulties as well as successes.
- Assemble information in response to audit queries raised after submission.
- Other duties related to REF and commensurate with the role, as directed by the Research Evaluation Manager.

## **Selection criteria**

### **Essential**

- Educated to degree level or equivalent
- Experience of administration and/or service delivery within higher education or similar organization.
- Strong organisational skills, and a proven ability to work independently, to take initiative, to anticipate and plan, and to manage and prioritise own workload.
- Proven ability to meet multiple work deadlines simultaneously, while working in a busy environment.
- Demonstrable commitment to working successfully in a distributed team, planning and coordinating work with colleagues and managing tasks appropriately when deadlines are tight.
- Proven communication and interpersonal skills that relate to working collaboratively with staff at all levels including academics and administrative staff, and as part of a team.
- Evidence of tact and diplomacy in dealing with confidential or sensitive matters.
- Experience of identifying and investigating areas of risk in projects, alerting colleagues and deploying appropriate mitigation.
- A keen attention to detail and competence in drafting, proofing, formatting and accuracy of information in relation to both documents and office processes.
- Excellent numerical skills and the ability to manipulate and present data using spreadsheets.

**Desirable selection criteria**

- Relevant experience with REF or interest in research assessment and/or research policy
- Knowledge of the academic publishing environment and open access agenda.
- Experience of working in a research intensive environment
- Experience of working in a project management structure

## **Pre-employment screening**

### **Standard checks**

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

## **About the University of Oxford**

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## **Medical Sciences Division**

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford and indeed bigger than many other UK Universities.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

## Research Excellence Framework 2029

The Research Excellence Framework (REF) is the UK's system for assessing the quality of research in UK higher education institutions. The University of Oxford made the largest submission of any Higher Education Institution (HEI) in the UK, submitting over 3,600 researchers (3,405 full time equivalent) into 29 subject areas, over 8,500 research outputs in a range of formats from journal articles to compositions, and 220 case studies about the impact of Oxford research beyond academia.

REF accepts submissions structured by Units of Assessment (UOA), of which four fall within the responsibility of the Medical Sciences Division (MSD). Each of these four spans a number of academic departments, from which a single submission must be assembled. One of the four UOAs for which MSD is responsible draws substantially on research in one department of the Mathematical, Physical and Life Sciences Division (MPLS). The University of Oxford's policies and processes for the preparation of its submission to REF are governed by a Code of Practice based on principles of transparency, consistency, accountability and inclusivity.

### Divisional REF team

The Associate Head of Division (Research) is the senior academic lead for REF on behalf of the Head of Division. The Division's administrative preparations for REF are led by the Research Evaluation Manager and are carried out with a distributed team including this post and administrative and research facilitation staff in departments. Together this team provides support to Unit of Assessment Leads, UOA Working Groups, Heads of Department and departmental Heads of Administration and Finance in addition to ad hoc advice to individual researchers.

The Research Evaluation Manager serves as Secretary to a Main Panel Board taking decisions for REF across the four UOAs and as a member of the University's REF Project Board and Operations Group. They are responsible to the central Research Services team for overall delivery of documentation from these UOAs for the REF submission.

This role reports to the Research Evaluation Manager but will work closely with academics and administrators in relevant departments.

### How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents as **PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly

[divoof.jobs@medsci.ox.ac.uk](mailto:divoof.jobs@medsci.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82 of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra> .

For existing employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra> .

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

### University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

### Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

### Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub> Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>