

Summary

Job title	Head of Administration & Finance
Division	UAS
Department	Research Services
Location	5 Worcester Street, Oxford
Grade and salary	Grade 9: £52,815- £61,198 per annum
Hours	Full time or Part time (min. 0.8 FTE)
Contract type	Permanent
Reporting to	Executive Director, Research Services

The role

The University of Oxford is a world leader in research, engagement and innovation. Our research portfolio covers an exceptionally broad range of disciplines and has a strong interdisciplinary character. Our work helps the lives of millions, solving real-world problems through a huge network of partnerships and collaborations. We are currently the most successful UK university in securing funding for research (£789m in 2022/23). We are a leading institution for the commercialisation of our research, having spun-out more than 300 companies, again more than any UK institution.

Research Services provides comprehensive professional support for Oxford's research, engagement and innovation activities. We work closely with researchers, departments and divisions, other professional services and a wide range of external collaborators and funders. Together with the excellent professional support we seek to deliver, we strive to be a trusted provider of strategic insight and internal and external influence working with University, divisional and other research leaders across the University.

The Head of Administration & Finance is responsible for the delivery of cross-cutting operational and business management support to ensure the effective running of Research Services. Working in close partnership with the Executive Director, and the Leadership Team (comprising the Executive Director and the Directors of the four Research Services business teams), you will lead the department's strategic operational and business planning, financial management and people support services.

This is a demanding role requiring outstanding business planning and management skills and extensive experience of financial and personnel management, in addition to strengths in governance and operations, and a firm understanding of academic and research administration. You will be a trusted advisor and business partner to the Executive Director and the Leadership Team and work closely with leads and senior managers across Research Services. As a key member of the professional services staff in the University Administration & Services (UAS) division, you will also have opportunities to contribute to divisional initiatives, as well as to the broader University.



Responsibilities

Reporting to the Executive Director of Research Services, the key activities and accountabilities of the post include:

Business planning and operational management

1. Responsible for the provision of outstanding cross-cutting operational and business management support for Research Services (180 staff, five teams, three locations, £10.0m pa turnover), ensuring that the department has appropriate professional services support across the full range of operational functions.
2. Providing strategic advice and guidance to the Executive Director and the department's leadership team and supporting Research Services to implement its strategic objectives. Managing the annual and longer-term business planning for Research Services and leading the tracking of departmental objectives and plans and delivery of change programmes across the department's operations.

HR support

3. Leading the provision of HR and people support services within Research Services. This will encompass support across the employee lifecycle, including recruitment, people development and training, and wellbeing.
4. Ensuring the department's adherence to the University's HR policies and statutes and wider employment legislation. Taking the lead on the management of complex HR issues in consultation with UAS HR.

Financial planning and management

5. As lead advisor to the Executive Director, playing an active role in setting the short and long-term financial objectives of the department, and leading the analysis of income, expenditure and opportunities for savings, including financial modelling and forecasting.
6. Leading the development and management of the department's annual budget, including overall responsibility for the preparation of budgets, ensuring compliance with the University's financial regulations, authorising budgeted expenditure, and managing external funding from application to close-out of award.
7. Co-ordinating the department's involvement in internal/external audits, annual self-assurance exercises and other reviews.

Facilities management

8. Overseeing the daily operations across the three sites where Research Services is based, including (in consultation with Estates Services) their security, presentation and maintenance, managing the premises budget, and leading space planning and allocation within the constraints of the department's footprint.
9. Holding operational responsibility for health and safety and the safe working practices of staff across Research Services.

Team leadership

10. Leading the Administration & Finance team currently comprising 10 staff, with dotted line management responsibility for administrative and support posts embedded in Research Services four business teams. Details of the current posts within the Administration & Finance Team can be found [here](#).
11. Setting the objectives for the team and for its members, supporting the development of colleagues in order for them to succeed and thrive in their roles, and display a deep commitment to Research Services' values and commitments.

Communications & Events

12. Overseeing internal communications within Research Services, as well as its online and social media presence in support of the delivery of its services to the research community at the University.
13. Leading the coordination of preparation and delivery of department-wide events, such as away days and regular whole team meetings as well as occasional social and team building events.

Other

14. Representing Research Services within the UAS division, as well as leading departmental or divisional working groups as required. Building purposeful networks with heads of administration and finance within UAS and the academic divisions.

Selection criteria

Essential selection criteria

The postholder will be required to have, and to demonstrate evidence of, the following:

1. Substantial management experience in a complex organisation involving a diverse workforce with experience in personnel management, strategic business and financial planning, project management, and the management of operational services.
2. Financial expertise, with experience of setting financial strategy and plans, and managing significant (multi £m) budgets.
3. An understanding, preferably within the university or public sector, of HR practice and policies and associated statutory legislation.
4. Substantial line-management experience, of leading high performing teams, supporting staff to succeed, and promoting staff development and progression.
5. The ability to handle and prioritise a complex portfolio of responsibilities in a challenging environment, to show equally high effectiveness in contributing to strategic thinking and in undertaking key operational tasks.
6. Excellent oral and written skills with the ability to communicate effectively formally and informally and gain the confidence of a wide range of people, including academic staff, senior University officers, and all grades of administrative and support staff.
7. Well-developed negotiating skills, and the ability to demonstrate a diplomatic and consensual approach to problem-resolution.
8. Excellent interpersonal skills with an understanding of highly sensitive areas involving integration of staff and managing change.
9. Proficient user of IT, including MS Office applications.

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.

Research Services

Research Services is part of UAS (see below) and works in partnership with the academic divisions and their departments and faculties to support Oxford's researchers. Our role is to facilitate excellence in research, engagement and innovation at Oxford. Our vision is to be a trusted provider of expertise, strategic insight, internal and external influence and excellent professional support to Oxford's research, engagement and innovation community.

Research Services is a large team of over 180 research support professionals, with a wide-ranging remit including:

- Supporting the acquisition of external research funding, funder engagement and strategic research initiatives
- Comprehensive funding, contracts and research development support
- Negotiating research-related contracts
- Supporting institutional research strategy, policy and planning
- Facilitating knowledge exchange, innovation and engagement and coordinating the development and delivery of knowledge exchange strategy and policy
- Promoting the responsible conduct of research and compliance with regulatory and research governance requirements

Our values and commitments govern the way we work with others within Research Services, the University and externally, including our commitment to professionalism, consultation, teamwork and continuous improvement. You can read more about our values and commitments [here](#).

Further information about Research Services can be found on our website researchsupport.admin.ox.ac.uk.

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city, with the main University Offices located in Wellington Square. For more information please visit: <http://www.admin.ox.ac.uk/>

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.

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).

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

rsrecruitment@admin.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal 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, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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 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 website 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

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependants and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation 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.