Job Description

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Summary

Job title	Deputy Grants Manager
Division	Medical Sciences
Department	Nuffield Department of Primary Care Health Sciences
Location	Radcliffe Primary Care Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 7: £36,024 -£44,263 per annum (with a discretionary range to £48,350 per annum)
Hours	Full time
Contract type	Permanent
Reporting to	Grants Manager
Vacancy reference	BZ24057 - 173391
Additional information	*Two posts are available for this position*

The role

The Deputy Grants Manager holds a key role in the administrative structure of the Nuffield Department of Primary Care Health Sciences, working within the large and busy grants function. The post-holder has management responsibility for three members of the grants team. The grants team as a whole supports the preparation and costing of research grant applications, co-ordinates award set up for successful applications, and manages post-award processes in accordance with sponsor and University requirements. Collectively, the department's research grant portfolio has a value of around £100 million, with around 300 active grants from a diverse range of external funders including the National Institute for Health Research, Research Councils, charities and industry. In excess of 190 applications are also made each year by members of the Department.

It is an exciting position, combining line management responsibility for a small team alongside directly managing a portfolio of research groups. The postholder will be required to act as an expert business partner providing professional and flexible financial management to research groups to support the achievement of the department's strategic objectives. The role contributes to the planning and policy development in relation to grants management and research capacity building within the department, as well as the wider management of the department through the development and implementation of departmental policies, tools and procedures. The postholder works alongside the Grants Manager, developing and embedding high quality services to ensure that PIs and research leads receive the highest standards of professional support throughout the award lifecycle.

To be effective in this role, the postholder needs to be an analytical thinker who enjoys hands-on involvement in operational matters. You will have significant experience of research grants administration and be keen to become involved with the development and implementation of processes to meet stakeholders' needs. You will have strong numeracy skills, be highly organised with the ability to prioritise and re-prioritise tasks for yourself and others based on changing demands, have excellent interpersonal skills, be comfortable communicating with colleagues and staff at all levels, and be able to play a leading role within a team whose services are in constant demand.

Responsibilities

Line Management

- Provision of line management to three members of the grants team, supporting them to effectively and efficiently manage the department's research support activities.
- Offer support and guidance on a wide range of professional and development matters, and carry out any other activities related to the management of team members, including completion of regular PDR reviews and career development discussions.
- Assist the Grants Manager with the development, implementation and ongoing review of processes and guidelines for all areas of grant management activity to ensure consistent service delivery by all members of the grants team, meeting the needs of the broader department.
- Effective use of management tools (such as Active Accounts, Project Actions Tool) to monitor that processes are working effectively and required service delivery is being achieved and all funder, university and departmental requirements met.
- Act as a source of expert advice and support for the groups you and your team support on all aspects of grant funding. Proactively providing training, advice and support when needed.

Grant proposal support

- Act as one of the key experts within the department, supporting the grants team during the preparation and submission of grant applications and acting as point of liaison with applicants, senior management and Research Services when the need arises.
- Ensure that robust processes are in place to support grant applications, including costing and approval processes and review and develop the existing processes.
- Ensure compliance with university and departmental policy and procedures across all application associated activities, ensuring that the department's grant management processes are in line with university best practice. This will require an excellent working knowledge of best financial practice and a comprehensive understanding of University financial policy and procedures.
- Assisting the development and implementation of management tools (such as Costing Prompt and Grants Approval Checklist) to ensure best practice is achieved and all funding requests are costed as accurately and effectively as possible and approvals can be completed efficiently.
- Provision of advice and guidance to more junior colleagues in the grants team and the wider department on Full Economic Costing, appropriate costing and pricing structures, and strategies to maximise grant income and overheads within the appropriate terms and conditions in relation to completing proposals and applications.
- Support the co-ordination of proposal writing where multiple partners are involved. This will include developing an excellent understanding of the research support process as a whole within the University and liaising with other departments, divisions and Research Services as appropriate.
- Be a key departmental point of contact for the University's Research Services regarding contracts and agreements, liaising internally to ensure all necessary information and approvals are given.
- Ensure applications comply with the financial, regulatory and legal frameworks of the funder, the department and the University (for example confirming applicant eligibility, checking overhead return rates and funder terms and conditions) and to provide department and research staff with advice on such policies and practices.
- Offer additional advice to PIs on aspects of the application process, including managing collaborative applications, developing effective financial and governance aspects of large proposals (including risk management), research agreements and intellectual property matters.
- Work with the Grants Manager to support PIs when they are engaging with industry and negotiating potential funded projects, including advising them on best practice when working with industry partners and supporting contract negotiation in collaboration with colleagues in Research Services.
- Offer advice and support to unsuccessful applicants, including exploring appropriate alternative funding sources.
- Working with research and grants teams and research facilitators across Oxford departments and other institutions to support interdisciplinary collaborations. Ensuring that awarded funds are set up in an accurate and timely manner, and where necessary structured to enable efficient management of sub-projects and collaborations. This includes financial set-up but also any additional permissions or agreements mandated by the terms of the award.

Post Award Management

- Responsibility for the management of the research funding portfolio for the groups you and your team support. This includes ensuring all sponsors' financial terms and conditions are fulfilled, assisting PIs in achieving the maximum cost recovery from their funding within the

regulations of the University and the funding body and the provision of specialist expert advice to the grants team and wider department on any issues which may arise in relation to grants funding and grants management.

- Regular and pro-active use of management tools to ensure that all areas of grant management are actioned effectively and a sound system of internal control is maintained.

- Ensure your team develop and maintain up-to-date specialist knowledge of sponsors' financial terms and conditions and development of processes to ensure that they are adhered to. Arrange training from others with expertise within the university / external funders to support this.

- Work with your Grants Officers to ensure clear financial information is shared regularly with PIs and other research leads throughout the life of the award so as to maximise cost recovery from external research funding and implement changes and improvements where required.

- Ensure your team effectively manage the latter stages of grants to ensure all eligible costs or commitments are included; meeting with PIs to discuss the status of grants; giving specialist advice on any necessary actions. Investigating and resolving queries relating to research grant expenditure and account balances. This includes coordinating the collection of information required by internal and external auditors.

- Support the Grants Manager in arranging and participating in regular meetings with colleagues in Research Accounts to ensure that financial reporting and invoicing on grants is completed and projects are reconciled and closed down in a timely fashion.

- Regularly review the departmental pre-award and suspense accounts and investigate any issues involving awards within your / your teams' portfolio. Actively work to move balances and support the team to manage effectively and resolve issues in a timely manner.

- Support the Grants Manager in organising and participating in regular meetings with Research Services regarding contracts, and support your own team to ensure these are appropriately executed, and accurately recorded and filed in compliance with local procedures.

- Lead your team in the timely sign-off of funding for new recruitments, staff contract extensions, and salary allocations for all research-funded staff, working closely with the HR team, Grants Manager, Finance Manager, and Head of Finance to ensure the correct sharing and management of information. Being proactive and vigilant to ensure that grant-funded recruitment activity and staff changes are delivered in a timely and coordinated way.

- Work with the Grants Manager to undertake proactive analysis of grant finances across the portfolio, alerting PIs and the department to any substantive risks.

- In conjunction with the Grants Manager, assist your team to ensure the preparation of the research income and overhead budget and quarterly forecasts for submission to the Division and the associated monthly variance analyses.

Other

- To deputise for the Grants Manager when required
- To undertake any other responsibilities commensurate with this role as directed by the Grants Manager

Selection criteria

Essential selection criteria

- Educated to degree level or equivalent

- Significant experience of research grants administration, both pre- and post-award

- Knowledge of research costing and pricing using full economic costing methodologies

- Highly organised with the evidenced ability to prioritise a varied workload and work accurately under pressure to keep track of a large volume of projects with multiple deadlines and shifting priorities

- Excellent interpersonal skills and a commitment to excellent customer service provision

- Knowledge of a wide range of grant funding sources

- An understanding of research-related contracts

- Excellent written and verbal communication skills, including the ability to understand and interpret complex policies and procedures

- Strong numeracy skills, with previous experience of working with budgets, analysing complex data and producing financial reports in Excel

- Ability to handle sensitive and confidential data with respect and discretion

Desirable selection criteria

- Experience of working in Higher Education

- Experience of using Oracle Financials

- Experience of using University's costing and pricing tool X5 or similar packages

- Experience of managing staff and supporting their professional development, with a commitment to professional customer service provision

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. 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.

Nuffield Department of Primary Care Health Sciences

A top ranked centre for academic primary care in the UK, we lead world-class research and training to rethink the way healthcare is delivered in general practice and other primary care settings, both across the UK and globally. Integrating evidence and innovation, our main research focus is on enhancing prevention, early diagnosis and management of common illness.

Our research is led by internationally renowned scientists, many of whom are practising GPs and primary care clinicians, but many others are psychologists, epidemiologists, sociologists, and public health academics. We cover the broad range of issues that you might expect to address in the community, including cardiovascular and metabolic disease, infectious diseases and childhood illness, diet, smoking and cancer. We also focus on understanding and improving the experiences of patients, rigorously evaluating the effectiveness of treatments and diagnostics, utilising big data, developing digital health interventions and working internationally. We have methodological expertise in novel clinical trial design and implementation, clinical decision making and diagnostics, clinical epidemiology, medical statistics, behavioural science, modelling, qualitative research and the wider application of social science theory and methods to address practical and theoretical challenges in health and care settings.

The department was established in October 1998 (as the Department of Primary Health Care) with the appointment of a foundation chair in general practice, and was made a free-standing department in 2011 with the first Oxford statutory chair in primary care. We provide a strong multi-disciplinary training environment, a full programme of academic support and good IT facilities. Our ability to collaborate with other epidemiological and community based research groups across the University and with GP surgeries locally and nationally enables us to utilise a broad range of relevant expertise into our teaching and research.

Our main research themes coalesce around cardiovascular disease and diabetes, infection, cancer, health behaviours, and digital health, with several cross-cutting themes, including disease prevention, early diagnosis, and patient self-management, big data and new clinical themes. We place inclusivity and diversity at the forefront of our approach to research from design and conduct through to the dissemination of our findings.

The department has exceptional infrastructure, including the long-established Primary Care Clinical Trials Unit, one of the most expert CTU's for trials conducted in community settings. We also host the Oxford Institute for Digital Health, the Bennett Institute for Applied Data Science, the Oxford Centre for Evidence-Based Medicine; the Interdisciplinary Research in Health Sciences research group (which uses both quantitative and qualitative methods to examine the human, organisational and societal issues relating to the delivery of healthcare and the improvement of health services) and the Medical Sociology and Health Experiences Research Group (MS&HERG), which is a centre of excellence in qualitative research methods and conducts studies of experiences of health and illness, digital health and organisation and delivery of care. The department is a founding member of the National Institute for Health Care Research (NIHR) School of Primary Care Research, houses both the NIHR Applied Research Collaboration (ARC), Oxford Thames Valley and the NIHR MedTech and In Vitro Diagnostics Co-operative (MIC), and leads several themes of the Oxford University Hospital and Oxford Health BRCs. In terms of methodologies, as well as our critical mass of social scientists and computer/information scientists, the department supports one of the largest groups of medical statisticians in medical sciences and a growing team of health economists.

Clinicians in our department teach a number of threads in the undergraduate course in Medicine and we place students in GP practices as part of their training. We run a very successful, well established MSc programme in Evidence Based Health Care, and a new MSc in Translational Health Science with the Department of Continuing Education. In 2023 we will accept students to a new MSc in Applied Digital Health and to an MSc in Global Health Care Leadership run in partnership with the Said Business School.

The University of Oxford is a member of the Athena Swan Charter to promote women in Science, Engineering, Technology and Medicine and holds an Athena Swan Silver award at institutional level. The Nuffield Department of Primary Care Health Sciences holds a departmental Gold Athena Swan award (awarded in March 2023 and the first Gold in the University of Oxford) to recognise advancement of gender equality: representation, progression and success for all.

The Nuffield Department of Primary Care Health Sciences currently holds a Gold National Union of Students (NUS) Green Impact award. Green Impact is an environmental accreditation scheme championed by the National Union of Students and is designed to support environmentally and socially sustainable practice. The department supports sustainability initiatives in the following areas: supporting and leading change; energy; water; materials and waste; sustainable travel; biodiversity and nature; and food.

Our staff are mostly located in the superbly renovated Grade II listed Radcliffe Primary Care Building on the Radcliffe Observatory Quarter (ROQ), the University's most prestigious development site for a generation, and close to the city centre (see http://www.ox.ac.uk/roq/ for more information). Some staff are located nearby in the Gibson Building at the ROQ and some, including clinical teachers are based in Eagle House nearby off Walton Street.

Car parking is very restricted at both sites with only a small percentage of staff being granted an annual parking permit and priority being given to those with access needs. Bus Pass, Train Pass, bicycle loans and Season Ticket Loan Schemes are all in operation for staff.

For more information please visit: http://www.phc.ox.ac.uk

Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

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: http://www.medsci.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)

If you are applying for a research post and you have had periods of working part-time, please indicate this on your CV or in your supporting statement. This will ensure that any outputs such as publications are fairly judged when considered alongside the expected outputs of full-time workers.

Where posts are advertised full-time, we **may** be able to consider part-time working or job share arrangements depending on the requirements of the role. If you want to work part-time and this option is not expressly stated in the advert or job information, please email hr@phc.ox.ac.uk to enquire whether the role you are applying for might be available on a part-time basis.

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

Please do not upload full published papers or certificates as part of your supporting documents.

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 recruitment@phc.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 dependents 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.