



# Research Administrator

Park End Street, Oxford  
Grade 5: £28,759 - £33,966 per annum  
Permanent, full time  
Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY



## The role

We are seeking a dynamic, motivated and approachable individual to join the Research Office at Saïd Business School, providing crucial administrative support for the School's research community.

Research excellence is a core pillar of the School's strategy. At Oxford Saïd, we know that great research flourishes in an environment that is welcoming, collaborative, well-resourced and supported. The Research Office helps our diverse community thrive by providing practical help and advice to our busy researchers and research managers. We advise on project planning, budgets and impact; coordinate ethics applications; provide pre- and post-award administrative support; and oversee research contracts and funding applications. We support our researchers to develop their skills and experience throughout their careers by organizing training activities and by facilitating networking within the School, across the University and further afield. We also administer the departmental funds which the School has set aside specifically to support research.

This post will support a range of research administration services, with a focus on post-award administration and strategic projects. The role will report to our experienced Research and Impact Facilitator and be a part of the larger Research Office, which sits within Faculty Services located at the School's Park End Street site. You will provide an essential range of administrative support for faculty, researchers and staff, working closely with colleagues in other departmental teams and in the wider University.

The successful candidate will have experience working in a busy university or office environment and an interest in academic research administration. Applicants should have a proactive approach to tasks, enjoy working independently or in small groups, and be able to

manage time-sensitive work alongside longer-term projects. The role will suit someone who enjoys a varied workload and interactions with a range of professional and academic staff.

## Responsibilities

- Providing post award administrative support to award holders, particularly in relation to progress, spend and reporting requirements as detailed by the funder.
- Liaising with the University's Research Services teams to support contract renewals or extensions of research projects.
- Administering the Research Assistance Support Team (RAST) by liaising with faculty and scheduling projects for our full-time staff of research assistants.
- Supporting academics in identifying suitable part-time, temporary research assistants.
- Administering the internally funded grant schemes and the School's research excellence awards.
- Reporting on research funding, strategic projects and other matters as required by the Research Office or the School.
- Supporting the team's involvement in external accreditation exercises or evaluations, for example, the Research Excellence Framework scheduled for 2029.
- Overseeing the Research Office shared inbox and ensuring a timely response to incoming requests.
- Sourcing relevant research funding and training opportunities, and delivering regular updates on these opportunities to our faculty and researchers.



- Regularly updating the internal and external web pages managed by the Research Office.
- Assisting with the planning and delivery of induction sessions, workshops, and other events for our research community.
- Attending and actively contributing to regular team meetings and helping to maintain a positive work environment.
- Other research-related administrative work as required.

## Selection criteria

### Essential selection criteria

- Educated to degree level or hold equivalent experience.
- Excellent numerical/financial skills and the ability to manipulate and present data using spreadsheets.
- Highly developed IT skills and the ability to use a broad range of computerised systems and data sources to support improved communications, information and data dissemination, and proposal tracking.
- A keen attention to detail; competence in drafting, proofing, formatting and accuracy of information in relation to both documents and office processes.
- 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 office environment. For example, to deliver event support, and to provide information for the team to meet funder and internal deadlines.

- Proven communication and interpersonal skills that relate to working collaboratively with staff at all levels, and as part of a small team.
- Evidence of tact and discretion in dealing with confidential or sensitive matters.

### Desirable selection criteria

- Experience of research administration, research project management and/or service delivery in a higher education environment.
- Understanding of Oracle, X5, Worktribe or other University systems (or a willingness to learn these systems).
- Familiarity with creating or updating web pages.
- Knowledge of, or interest in, academic business and management research.

## 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](http://www.ox.ac.uk/about/organisation).

## Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate

people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

## Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: <https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

## Diversity and Inclusion

The School is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.



The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

### **Our Values**

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

#### **Transformational**

We challenge constructively, provoke thought, and influence and inspire others to develop.

#### **Respectful**

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

#### **Entrepreneurial**

We embrace and encourage change and innovation. We are creative, flexible and brave.

#### **Collaborative**

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

#### **Purposeful**

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

#### **Excellence**

We are professional, focused and aligned, and have a responsibility to do the very best we can.

#### **Wellbeing**

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best

to rectify them and making our line manager aware of aspects that they could support us with. Further information about Saïd Business School is available at [www.sbs.oxford.edu](http://www.sbs.oxford.edu).

### **Social Sciences**

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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.

## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [HR.recruitment@sbs.ox.ac.uk](mailto:HR.recruitment@sbs.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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For existing employees, 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 grades 1–7 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.



## Oxford Saïd Exclusive Benefits

### Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

### Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

### Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

## University of Oxford Benefits

### Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

### Pay increases

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

### Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%-8% and Employer contribution 6%-10%.

### NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

### University discounts

Wide range of discounts from external companies using a university card.

### University Club

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](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.







**Saïd Business School  
University of Oxford  
Park End Street**

**Oxford, OX1 1HP**

**United Kingdom**

[www.sbs.oxford.edu](http://www.sbs.oxford.edu)

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

**Saïd Business School, University of Oxford**