

Job Description



MEDICAL SCIENCES DIVISION

Job title	Research Strategy and Funding Administrator
Division	Medical Sciences
Department	Medical Sciences Divisional Office
Location	Hybrid working (when office-based: John Radcliffe Hospital, Headington, Oxford)
Grade and salary	Grade 6: £32,332 - £38,205
Hours	0.7 FTE – 1.0 FTE (26.25 hours – 37.5 hours per week)
Contract type	Permanent
Reporting to	Research Funding Manager
Vacancy reference	174278

The role

The Research Strategy and Funding Administrator is a member of the Research Strategy and Funding team based within the Medical Sciences Divisional Office. The Team has a wide-ranging responsibility to support the Head of Division (Professor Gavin Screaton) and Associate Head of Division for Research (Professor Heidi Johansen-Berg) with administering research policy and funding.

Reporting to the Research Funding Manager, the post holder's primary area of responsibility is to provide administrative support to ensure the efficient management of internal research funding schemes and internal selection processes for external funding schemes. In addition the post holder will provide administrative support to other members of the team including the Head of the Research Strategy and Funding Team and the Research Culture Facilitator.

Collaborating with colleagues who work in a variety of specialist areas (for example research facilitation, communication and finance), the Research Strategy and Funding Administrator will also be required to work independently, exercising sound and measured judgement and discretion. The post holder will handle a varied workload and will need to manage their time and prioritise their work effectively and efficiently.



Responsibilities

Research funding

The primary duty will focus on the administration of internal research funds including the John Fell Fund and Medical Science Internal Fund and assisting the Research Funding Manager with research grant applications that need to be handled in a co-ordinated manner. As a primary source of advice on these funds, the post holder will develop strong working relationships with academic and administrative colleagues at all levels from across the University. In time the right candidate may be able to lead the project management of an internal fund, with primary responsibility for allocating and reporting of that funding stream.

Internal Funding Support

Specific responsibilities include:

- Providing accurate advice on each of the internal research funds to academics, researchers and administrators (at all levels of seniority). This advice will relate to an applicant's eligibility, selection criteria and the submission process. This will also involve providing support with developing and delivering customised training for staff.
- Using IRAMS (the University's Internal Research Award Management System), with Administrator rights, to an advanced level of competency in order to manage internal funding applications, and respective outcomes, in a professional and timely manner
- Servicing committee meetings associated with the termly cycle of internal funding calls, and other virtual and face to face meetings as required. Responsibilities will include liaising with committee members to set meeting dates, initiating teleconferences, booking rooms and catering. This will also include working in a proactive manner with academic panel chairs/secretaries of internal fund committees, preparing agendas and papers, taking minutes (if required) and carrying out follow up actions.
- Reviewing applications to internal funds to assess eligibility of the applicant as well as understanding the context and detail of funding being sought and associated status of fund budget
- Responsibility for communicating to applicants the funding decisions taken by various Committees and responding to requests for feedback from applicants. The Research Strategy and Funding Administrator will need to use diplomacy and discretion in advising researchers when they have been unsuccessful or are not eligible to apply for funding, as this may have a significant impact on their research plans
- Responsibility for ensuring the guidance documents and websites for each internal fund are kept up to date and communicated appropriately.
- Deciding how to gather and analyse data relating to internal fund applications and supported projects, managing and presenting these data to support the Team in preparing grant applications or reports, for example to funders or committees
- Responsibility for obtaining end of project reports in a timely manner; undertaking the initial review of these reports and project spend and then reporting to the line manager if non-scientific areas of concern are identified

External Funding Support

Specific responsibilities include:

- Set up, communication and facilitation of internal selection processes, led either by MSD or colleagues in the other Divisions or central University, to identify candidates for external funding schemes ('co-ordinated bids')
- Supporting the Division's academics and the Research Funding Manager in coordinating and editing 'letters of support' or other application content for external awards, often to tight deadlines.
- Supporting preparation and submission of nominations for external honours and prizes

Administration support for the Research Strategy and Funding Team

The post holder will provide administrative input and support for cross-team activities within the small and close-knit Research Strategy and Funding Team. They will flexibly provide support as needs and projects arise in particular areas. Upcoming priorities include supporting a programme of work to advance positive research culture.

Specific responsibilities include:

- Organising internal and external meetings and events, including strategic visits from key funders
- Gathering and analysing data, often at short notice, to provide input to strategy and policy documents
- Responsibility for managing the Research Funding Team shared email inboxes, triaging email and then communicating the actions to be undertaken by Team members. Responsibility also for filing emails in the relevant email folder for audit and project management purposes.
- Undertaking specific projects to support external research funding and Research Excellence Framework preparations.
- Managing responses to requests for information from departments such as input to consultations
- Organising and supporting team meetings, including responsibility for minutes and following up actions, as required
- Providing diary management support to the Head of Research Strategy and Funding Team (~0.1FTE)

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Selection criteria

Essential selection criteria

- Demonstrated administrative or project management experience
- Excellent interpersonal skills, including written and verbal communication

- Able to write clearly and effectively
- Able to communicate with a wide range of stakeholders with diplomacy and tact
- Strong organisational skills
- Able to work with great accuracy and attention to detail
- Able to present and interpret numerical data
- Able to organise own workload effectively and flexibly, and manage deadlines
- Proven IT skills (e.g. word processing, e-mail and spreadsheets)

Desirable selection criteria

- Educated to degree level or equivalent
- Experience reviewing and understanding budgets and financial proposals
- Experience with corporate databases and reporting tools
- Experience servicing committees
- Experience working within the higher education sector
- Experience working with medical scientists
- Knowledge of the research funding environment
- Experience of using Oracle Financials

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.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 11 clinical departments, 5 non-clinical departments and two Institutes/Centres. All of the Division's departments are in receipt of Athena SWAN awards that recognise advancement of gender equality: representation, progression and success for all.

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.

The Medical Sciences Division is one of the four academic divisions within the University, (Humanities Division, Social Sciences Division, Mathematical, Physical and Life Sciences Division, and the Medical Sciences Division). Each division has its own academic Head of Division and a divisional secretariat, led by the Divisional Secretary.

The division is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Much of the discussion and decision-making is undertaken by the divisional board and its principal committees.

The Divisional Office for Medical Sciences is based at the John Radcliffe Hospital. The administrative and secretarial staff of the Divisional Office is formally part of the Academic Administration Division of the University administration, and report to the Divisional Registrar.

The University of Oxford is a member of the [Athena SWAN Charter](#) holds an institutional Silver Athena SWAN award.

For more information please visit www.medsci.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.

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

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 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 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.

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>