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| Job title | SRF Operations Officer |
| Division | Medical Sciences |
| Department | Nuffield Department of Medicine (NDM) |
| Location | NDM Operations, Centre for Human Genetics, Old Road Campus, Headington, Oxford, OX3 7BN |
| Grade and salary | Grade 5: £31,459 - £ 36,616 with a discretionary range to £39,749 p.a. (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata). |
| Hours | Full time |
| Contract type | Fixed term for 3 years Funding is provided by the Department |
| Reporting to | SRF Operations Manager |
| Vacancy reference | 175474 |

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| Hybrid working arrangements | The successful person will need to work on site for a minimum of 3 days per week |
| About us | <ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk |
| What we offer | https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community |

The role

This post provides an exciting opportunity to support the operations of the Small Research Facilities (SRFs) across a number of units within the Nuffield Department of Medicine (NDM). SRFs provide state-of-the-art, financially sustainable facilities to scientists within academia and industry, fostering an innovative and collaborative environment critical for interdisciplinary biomedical research.

The SRF Operations Officer will report directly to the SRF Operations Manager and assist them in the delivery of finance and operations support for the SRFs. You will work closely with the SRF Staff members, Finance Officers, Business Managers, functional teams, and external customers to manage the day-to-day financial and operational activities including raising quotes, ensuring contractual documentation is in place, requesting invoices and ensuring financial transactions are delivered in a timely and accurate manner. You will also ensure up-to-date documentation is accessible to all stakeholders and assist with the implementation of processes to streamline SRF administration.

Responsibilities

- Undertake day to day administrative activities for the SRFs, including generating SRF quotes for customers, tracking resulting Purchase Order numbers/charging codes on quote acceptance and invoicing and/or recovering income for completed SRF work.
- Work with the SRF Leads and the Grant Management Team to ensure SRF activity is appropriately costed into grant applications in compliance with funder terms and conditions as well as University policies, promoting a “right first-time” culture. Ensure the appropriate contracts are in place before the work commences, referring to the relevant team where needed.
- Either advise on or validate cost codes, budget availability and cost eligibility for SRF activities, and compliance with sponsors’ terms and conditions, where applicable.
- Liaise with SRF staff to ensure SRF usage records are up-to-date and auditable.
- Assist with audit queries, including providing appropriate records and information to ensure disallowed costs are kept to a minimum.
- Gather, analyse and present financial data required for informing SRF budgets and forecasting and providing this to SRF stakeholders as appropriate;
- Contribute towards the development and implementation of Standard Operating Procedures for SRF administration, highlighting where improvements can be made;
- Provide advice to the SRF Leads on the policies and procedures relating to SRF finance and operations.
- Contribute to the training for SRF staff, Business Managers, the Grant Management Team, Finance Team/Officers.
- Ensure that all documentation relating to SRFs is up to date and available to the relevant stakeholders, including the SRF website and SharePoint;
- Assist with the communication, marketing and organisation of events in liaison with the SRF Leads and NDM SRF Operations Manager.
- Support the administration of the SRF Oversight Committee, Scientific and Financial working groups.
- Provide cover and support to other team members across the entire SRF Operations Team as required, to ensure a high quality of day to day service to SRF Leads.



Essential

- Educated to A Level Standard with GCSE (Grade A-C) level English and Maths, or equivalent.
- Suitable experience of working in a relevant financial and operational role, including experience of working with computerised financial systems.
- Competent using Microsoft Office including Excel and Word, and databases.
- Excellent time management and demonstrable ability to prioritise and manage a diverse workload to meet competing deadlines
- Experience in producing and presenting financial reports
- Strong communication skills with a wide range of people at all levels, both internal and external, verbally and in writing.
- Ability to produce a consistently high standard of work, with particular evidence of ability to work accurately with attention to detail
- Experience of interpreting and applying policies to routine situations.
- Ability to work independently and as part of a team.

Desirable

- Part qualified AAT or equivalent financial accountancy qualification
- Understanding or experience of University's Oracle financial system
- Understanding of budgets and forecasts, ability to interpret data and investigate variances
- Experience gained in the Higher Education sector or research environment

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>



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>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

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

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

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

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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@ndm.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**, which with effect from 1 October 2023 will be 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.