



Job Description



Summary

Job title	Research Contracts Associate
Division	University Administration and Services
Department	Research Services
Location	5 Worcester Street
Grade and salary	Grade 6: £ 32,332 - £ 38,205
Hours	Full time (0.8 FTE may be considered)
Contract type	Fixed Term (12mths)
Reporting to	Research Contract Lead / Research Contracts Manager
Vacancy reference	176154
Additional information	

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 (£711m in 2021/22). We are a leading institution for the commercialisation of our research, having spun-out more than 300 companies, again more than any UK institution.

The Research Funding and Contracts (RFC) team in Research Services provides comprehensive research funding and contracting support to researchers and departments across our academic divisions, as they engage with a extensive range of external funders and collaborators around the world. In 2021/22 Research Services supported the submission of over 3,000 funding applications seeking £1.9bn worth of funding from UK and international sources, and accepted new awards totalling over £800m.

Research Contracts Associates are members of the Research Funding and Contracts team; the team responsible for negotiating and managing research-related contractual arrangements (such as research funding, research collaboration, studentships, confidentiality, materials transfer, amongst others), for departments across the University.

The Research Contracts Associate role is an exciting position in Research Services designed to provide entry to a career as a research contracts professional. The role will play an important research facilitation function by



assisting in enabling research activities and securing research funding, and (following training) managing a portfolio of agreements.

You will be part of a larger team supporting research across the University and will initially spend time learning from senior colleagues in the team, as well as undertaking bespoke training and following a thorough induction program. Once you have acquired sufficient experience and knowledge of University policy, practice and process in this area, you will be expected to:

- take responsibility for negotiating and managing a portfolio of contracts (likely focussing on support for a specific department or departments, or particular project related activities), under the direction and with the support of a senior colleague.
- In addition, you will assist the work of Research Contract Leads and Research Contract Managers on more complex matters.

You will be expected to use initiative and to work independently in a number of areas. The work involves a good deal of personal contact with people inside and outside the University, often in relation to complex issues, which may need to be resolved urgently.

This post is a fixed term position and the salary offered for full-time appointment to the job will be at Grade 6 with appointment anticipated to be at stage 1-2 of the scale (£32,332- £32,982), depending on qualifications and experience.

The team is currently operating a flexible working model, with the expectation that team members spend at least 50% of their time in the office at 5 Worcester Street.

Responsibilities

The post-holder will be responsible for managing a pipeline of contracts and establishing and maintaining good working relationships with researchers, department administrators and professional services colleagues, other universities and external sponsors in order to provide the highest level of service to the University's research ambitions.

Material Transfer Agreement (MTA) / Non-disclosure Agreement (NDA) / Software Licence

- Review incoming MTA/NDA for conformity in line with University templates and guidelines
- Advise researchers and/or departmental administrators whether changes are needed and keep updated on progress
- Negotiate terms and conditions with the third party
- Draft bespoke MTA/NDA using the information supplied by the researchers/departmental administrators and negotiate, if required, with the external party

Amendments, Extensions, Subcontracts

- Review agreements for acceptability in line with University guidelines and templates
- Issue template agreements and letters
- Draft specific Intellectual Property, publication and confidentiality terms in consultation with researchers and/or departmental administrators
- Liaise with researchers and/or departmental administrators about whether changes are needed
- Verify and advise on finances in collaboration with researchers and/or departmental administrators where relevant
- Negotiate terms and conditions with the external party

Collaboration Contracts and Studentship Agreements

- Draft standard agreements
- Provide advice and guidance on costing and pricing in line with University policy and help researchers and/or departmental administrators establish the most appropriate budget.

- Risk assess and propose actions to mitigate possible risk in line with University guidance
- Communicate and coordinate with all parties
- Check for conflicts with other third parties
- Liaise with researchers and/or departmental administrators to confirm acceptable terms
- Negotiate, plan and coordinate execution of agreements between all parties
- Understand and interpret University and Sponsor policies and requirements and provide advice to researchers and/or departmental administrators

Agreement administration

- Keeping comprehensive records of each stage of the negotiations and all information related to the specific case
- Liaise with the funding team on questions relating to research grant applications and the terms/conditions set down by funding agencies
- Handling the set-up of awards on the University's financial system, working with Research Accounts as appropriate on post-award issues
- Ensure PI is aware of obligations on termination of the agreement

Other duties

- Support senior colleagues on the negotiation of complex contracts
- Contribute to working groups and other fora to optimise systems for handling contracts
- Attend regular Contract team meetings
- Other duties commensurate with the Grade as may be required by the Director, Assistant Director or other senior members of the research contracts team when the need arises.

Selection criteria

Essential selection criteria

The person appointed must demonstrate that they have:

1. A relevant undergraduate degree or equivalent experience
2. An understanding of research environment in the higher education sector.
3. Experience of research administration in a University or a commercial research environment would be an additional benefit
4. A customer-focused approach
5. Excellent problem-solving skills
6. Planning and multi-project management skills
7. Ability to prioritise workload, work quickly and meet tight deadlines
8. Time management skills and the ability to work independently and proactively
9. Ability to identify contractual issues, review and consider complex documentation, and problem solve
10. Attention to detail
11. Excellent communication and inter-personal skills utilising a range of communication styles as appropriate to the context and desired outcomes. Proven ability to work collaboratively in a team environment
12. Excellent computer skills: ability to word-process, use email, manipulate databases and spreadsheets, and familiarity with a variety of software packages including Microsoft Word and Excel (if necessary, training will be provided in a particular software package). Willingness to learn and engage with bespoke IT systems and databases (training will be given)

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.

Research Services

Research Services is part of the University Administration and Services Division 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 140 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
- Leading the continuous improvement of research administration at Oxford

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](#).

For more information please visit: 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 centre, 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 recruitment.support@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**, 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.

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 dependents. 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.