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Summary

Job title	International Collaboration Manager
Division	
Department	Research Services
Location	5 Worcester Street, Oxford
Grade and salary	Grade 8: £48235 – £57255 per annum
Hours	Full time (Job share and flexible arrangements will be considered)
Contract type	Fixed term to July 2027
Reporting to	Head of Trusted Research
Vacancy reference	176449
Additional information	Secondments considered

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 external funding for research (c£740m in 2022/23). We are a leading institution for the commercialisation of our research, having spun-out more than 200 companies.

Our research portfolio is global, with collaboration with researchers and research organisations around the world ubiquitous in all parts of the University. A distinctive feature is the scale and breadth of our in-country partnerships where the University operates longstanding research facilities overseas, typically alongside local partners.

Research Services provides professional support for Oxford's research, engagement and innovation activities. We work closely with researchers, departments and divisions, other professional services colleagues and a wide range of external collaborators and funders. Together with the excellent professional support we seek to deliver, we strive to be a trusted provider of strategic insight and internal and external influence working with University, divisional and other research leaders across the University. As one of four business teams within Research Services, the Research Funding & Contracts team provides comprehensive research funding and contracting support to researchers and departments across our academic divisions.

The Trusted Research team is a small and collaborative team managing casework and establishing policy and practice for the University in research security. The International Collaboration Manager is a new role in the team, dedicated to facilitating international collaboration while managing risks that are dynamic and growing in complexity, in an area to which external parties such as governments and funders are paying increasing attention. Working with the Head of Trusted Research and colleagues across the University, you will play a major role in managing the University's reputational and research security risk, through the development, implementation, and monitoring of policy, process, training, and guidance. You will play a leading role in working with researchers and professional services colleagues in departments, divisions and University services to identify, mitigate and manage risks connected with international collaboration, including reputational, operational, regulatory, and security-related. You will have responsibility for the timely submission of export control licence applications and for developing and implementing an appropriate assurance approach to active licences.

You will bring significant expertise of supporting international collaborations and/or compliance in a research organisation, business, government or a regulatory body. You will have working knowledge of wider issues and risks associated with research collaboration in an international context, ideally with experience of developing policy and processes as well as practical guidance to assess and mitigate risks. You will possess the ability to develop and establish new policy and practice in a large organisation that effectively manages compliance and risk. You will have a collaborative approach to your work, and be capable of both strategic thinking and detailed analysis.

Responsibilities

Institutional Compliance and Research Security

1. Act as a senior institutional manager with responsibility for the complete and timely preparation, approval, and submission of export control licence applications and disclosures under the NSI Act, liaising with the Export Control Joint Unit and other parts of Government.
2. Work directly with researchers and departments to identify security and reputational risks in relation to specific research projects and a researchers' research portfolio, and advise on effective risk management and compliance. Briefing researchers fully on their obligations under granted licences, and carrying out effective monitoring.
3. Developing and leading a proactive and appropriate monitoring and assurance regime for active licences, working with colleagues in the Trusted Research team and officers in academic departments and divisions to deliver this across the University.
4. Provide expert advice and support to researchers, departments, and academic divisions on the effective management of research security, including legislative compliance, in large-scale, complex, and/or strategically significant international research collaborations. This will involve a high degree of collaborative and team working, including with researchers, academic and administrative stakeholders, and professional services colleagues in Research Services, Information Security, and Staff and Student Immigration.
5. Coordinating the internal review and approval process for the establishment of strategic international collaborations between the University and global partners. Providing input into the review of the ethical acceptability of research funding as overseen by the Committee to Review Donations and Research Funding.
6. Managing the University's response to situations identified as a potential compliance or security risk, providing expert advice to manage risk effectively, with tact and discretion.
7. Advising researchers, departments, and colleagues in Research Services on export control or equivalent requirements as they relate to overseas governments (e.g. US export control and ITAR regulations). This includes where such requirements are flowed down to the University through funding or collaborative agreements.

Internal Engagement

8. Developing and delivering institution-wide training to academic, research and professional services staff and research students in relevant areas of international collaboration risk, both in person and through

online content; and maintaining up to date guidance and policies within the University. This activity will be delivered in collaboration with the rest of the TR team, and providing senior support to, the International Collaboration Specialist.

9. In consultation with the academic divisions and University services (including the Assurance Directorate, Information Security Team and the Staff and Student Immigration Teams), playing a lead role in an institution-wide programme to increase awareness within the academic community of risks and regulatory requirements in international collaboration (including export control, UK and overseas government sanction lists, the Advanced Technology Approval Scheme (ATAS), Nagoya Protocol). Engaging proactively with academic departments and research groups, prioritising initially those where international collaboration risks are most focussed.

10. Providing expert advice, as a central point of contact, to academic and professional services colleagues on risk and regulatory issues relating to international research collaboration.

11. With the Head of Trusted Research, provide executive-level strategic advice, briefings and support to the Pro-Vice-Chancellor (Research), Registrar, Heads of Divisions, University Committees (Research and Innovation Committee and Security in International Collaborations Group) and other key institutional bodies.

12. Working with the Pro-Vice-Chancellor (Research) and Head of Trusted Research to shape the business of the University's Security in International Collaboration Group (SICG), chaired by the Pro-Vice-Chancellor (Research) and with senior representation from the academic divisions and University services. Where required, acting as executive officer to relevant sub-groups of SICG. Developing proposals for policies and guidance, and taking the lead on implementation and dissemination of key decisions.

External Engagement

13. Building purposeful networks internally and externally (e.g. as a University representative on the Russell Group Export Control Forum and Higher Education Export Control Association). Being one of the key points of contact for the Export Control Joint Unit and other parts of the UK Government.

14. Representing the University and taking part in and reporting back from meetings of national or international associations, professional bodies, networks and project groups. Playing a lead role in drafting responses on behalf of the University to national consultations and submissions to public bodies and supporting senior University officers in engagement with government, funders and sector-wide consultations.

15. Keeping under regular review, and up to date with, national and international developments in risk and regulation relating to international research collaboration, government legislation and regulatory requirements, funder expectations, and sector-wide best practice.

Other responsibilities

16. Deputise for the Head of Trusted Research where required.

17. Maintain excellent records on Research Services' work management system at all stages of licence and project development.

18. Taking on activities and duties as requested by the Head of Trusted Research or other senior Research Services officers.

Selection criteria
Essential selection criteria

1. Significant and substantial experience and expertise in supporting and advising on international research collaborations or compliance in a research organisation, business, government or a regulatory body.

2. Experience of dealing with complex, sensitive issues and cases related to risk and compliance, and handling or investigating concerns or complaints.

3. The ability to analyse complex risk-based situations and make effective decisions that are consistent with an organisation's risk appetite, including where there are competing demands and risks.

4. Experience in researching, consulting and developing policy, committee, or briefing papers, draw-up effective implementation plans and oversee or directly lead policy or operational projects.

5. The ability to prioritise a large and varied workload, work to deadlines and under pressure, while maintaining an organised, yet flexible, approach.
6. A strong customer service ethos, with credibility amongst researchers, senior academic leaders, and colleagues, and the ability to present a persuasive argument.
7. Excellent communication and listening skills, with the ability to communicate very effectively to clients and colleagues at all levels in writing and orally, and to represent Research Services and the University at a senior level with external stakeholders.
8. Strong attention to detail, with excellent analytical skills and the ability to think laterally and strategically.

Desirable selection criteria

1. Experience in the preparation and submission of export control licence applications and monitoring compliance with licence conditions.
2. Experience in, and the ability to develop, training and guidance materials in a range of formats, and of delivering seminars, workshops and other learning and engagement activities.

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 160 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 rsrecruitment@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 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.