
 MEDICAL SCIENCES DIVISION

Job title	Fellowships Development Officer
Division	Medical Sciences Division
Department	Medical Sciences Divisional Office
Location	Hybrid working (when office-based: John Radcliffe Hospital, Headington, Oxford)
Grade and salary	Grade 7: £38,674 - £46,913 p.a (pro-rata for part time)
Hours	Part Time (0.4 FTE)
Contract type	Fixed term – 6-month internal secondment
Reporting to	Research Funding Manager
Vacancy reference	176686

The role

The Fellowships Development Officer is a member of the Research Strategy and Funding Team in 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) supporting research policy and funding across all areas of the University's Medical Sciences Division (MSD). The Research Strategy and Funding team's mission is to create and enrich opportunities for researchers to apply for funding, and to collaborate and engage with stakeholders. We develop strategy, policy and processes that advance excellence in research and the research environment. The Team is a trusted source of information and expertise, and we work to promote connectivity and drive progress in the research ecosystem.

Reporting to the Research Funding Manager, the post holder's primary area of responsibility is to develop and launch the (provisionally titled) 'Nuffield Commonwealth Fellowships'. This is a new international fellowship scheme funded by the Nuffield Dominions Trust that will provide a generous package of support to enable early career academics with great potential to join the University of Oxford and become world-leaders in their field.

The post holder will utilise their initiative and strong problem-solving skills to develop this high-profile Fellowship scheme with support from the Research Funding Manager and Head of Research Strategy & Funding. They will collaborate and seek advice from colleagues and external partners in a variety of



specialist areas, for example human resources, research facilitation, communications and finance. If capacity allows there is also potential for the post holder to support the Team by contributing to broader development and implementation of research strategy in the Medical Sciences Division.

While the key responsibilities of the role are focussed on development of the new fellowship scheme, the scope of this activity is wide-ranging and complex. You will therefore need to be able to work independently, manage deadlines, and be comfortable taking responsibility for the delivery of projects. You will be able to form effective working relationships with staff at all levels and possess strong communication skills (both written and oral).

The role is being offered as a 6-month internal secondment opportunity at 0.4 FTE. The post holder is asked to spend at least half a day on Thursdays in the MSD office in the John Radcliffe Hospital in order to co-locate with the Research Strategy & Funding team on their anchor day. Otherwise MSD is flexible in when and where the seconded hours are worked.

The goal by the end of the 6-month secondment is to hand over a fully-developed Fellowship scheme to MSD that has been launched and is at the point of advertising internationally for applicants. The Research Strategy & Funding team will then follow the processes established during the secondment to manage the application review and selection, allocate funding to the Fellows and support the host departments with recruitment and relocation as necessary.

Responsibilities

The post holder will develop and launch this strategic research initiative with input from multiple stakeholders. The role will involve regular contact with senior academics and administrators, the Trustees of the funding body and professional support staff.

Development of the Fellowships scheme

The primary duty is the development and launch of this prestigious new Fellowships scheme. Responsibilities to ensure successful delivery are likely to include (but are not limited to):

- Scoping the remit and candidate eligibility of the Fellowships scheme
- Negotiating budget availability with the funding body's Trustees
- Establishing requirements and processes for international recruitment and relocation of successful candidates
- Liaising with external communications agencies for international specialist advertising
- Development of an externally-facing application portal
- Establishing the review panel and application review process
- Developing, documenting and implementing governance and processes for the scheme's administration
- Providing progress reports to the funding body's Trustees
- Establishing mechanism for budget flow from the funding body to the host departments

Selection criteria

Essential

- Demonstrable project management experience
- Excellent oral and written communication skills, with the ability to communicate clearly and effectively with a wide range of stakeholders
- Knowledge of University of Oxford's structure and processes as they relate to research management
- Able to design effective processes and procedures that meet the needs of different stakeholders.
- Able to build effective working relationships with, and gain the trust and confidence of, a wide range of colleagues at varying levels of seniority
- Able to manage and prioritise elements of a complex project, and to meet deadlines
- Proven IT skills (e.g. word processing, e-mail and spreadsheets)

Desirable

- Educated to degree level or equivalent
- Experience of medical sciences research
- Experience of contributing to projects at both operational and strategic level, and working with a range of stakeholders to reach a common goal

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford and indeed bigger than many other UK Universities.

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.

For more information please visit: www.medsci.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
divoof.jobs@medsci.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 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>