



Job description and selection criteria

Job title	Research Practice Coordinator
Division	University Administration and Services
Department	Research Strategy and Policy Unit, Research Services
Location	5 Worcester Street, Oxford
Grade and salary	Grade 7, £38674 - £45628 per annum
Contract type	Fixed-term maternity cover (12 months), with the opportunity for hybrid working. Part-time working will be considered.
Reporting to	Research Practice Manager, Research Strategy and Policy Unit
Vacancy Reference	177119
Additional information	Secondments will be considered

The role

Oxford researchers conduct outstanding research that changes the world. Whether we are advancing fundamental knowledge or making a positive impact on society, our research is underpinned by rigorous, ethical, and transparent methods, and is conducted using the most recent policies (e.g. on international collaboration), practices (e.g. on publication), and technologies (e.g. on use of AI).

The University of Oxford is undertaking a programme of activity to ensure that researchers are enabled to do excellent, reliable, reproducible and transparent research and have access to the appropriate policies, guidance, tools and training in research practice. Support for effective research practice is a core pillar of the University's research culture programme. Core areas of research practice include: research integrity and ethics, open research, research data management, FAIR (Findable, Accessible, Interoperable, Reusable) data, reproducible and transparent research, responsible research and innovation, and research impact.

The Research Practice Coordinator will support delivery of the remit of the Research Practice Team within the Research Services' Research Strategy and Policy Unit (RSPU). RSPU leads on institutional strategies and initiatives to strengthen the quality of Oxford's research and research environment.

We are looking for a resourceful and innovative individual who will apply their knowledge of research practice and understanding of the research policy priorities in this area to drive engagement with research practice training across all disciplines. The focus of this role will be to promote, integrate and develop the recently launched [Research Practice training modules](#), working in partnership with key stakeholders to implement the related communications strategy and to engage members of the research community with this training. The role will lead on developing appropriate materials and using them to engage a broad range of audiences via multiple platforms. They will also support the University's engagement with the UK Reproducibility Network (UKRN).

The postholder will be under the direction of the Research Practice Manager, and will have an office based in Research Services; they will engage with units within Divisions, Departments, and Professional Services directorates involved in supporting research practice.

The role represents an exciting opportunity to enhance and enable research practice at the University of Oxford.

Job description

Key responsibilities

- Shape and deliver an engagement and communications strategy, designed to promote and embed the new Research Practice training programme into disciplinary policies and practices.
- Enhance the reach of the Research Practice training modules and develop related online and digital communications, including the Research Practice website, and social media channels.
- Adopt methods for evaluating uptake of the Research Practice training programme, analysing and implementing the results to update, develop, and enhance the training.
- Provide specialist advice, support and/or signposting to researchers (including PIs/supervisors) and professional services staff in the core areas of good research practice (research integrity and ethics, open research, open access, research data management, reproducible and transparent research, responsible research and innovation, and research impact).
- Provide administrative, coordination, and financial support for the above activities.
- Contribute to awareness-raising events, including supporting the Research Practice sessions as part of the Oxford Forum of Open Scholarship (OxFOS), the Reproducible Research Oxford (RROx) events, and other events (e.g. workshops, seminars, conferences) aimed at supporting the University community to engage with the most up-to-date standards in research practice.
- Coordinate the organisation, promotion and delivery of training in open research and other online and in-person events (e.g. meetings, workshops, presentations) at Oxford.
- Support national UKRN project activity, including communication to and from project officers in other institutions, UKRN institutional leads, and the project manager; sharing with the UKRN consortium data about training outcomes, use of open research practices, and case studies of effective open research practices.

- Form and develop trusted and effective collaborative relationships with relevant colleagues from Research Services and from the University's Divisions, Departments/Faculties, the Researcher Hub, Reproducible Research Oxford, Bodleian Libraries, and IT Services.
- Undertake other duties as required by the Research Practice Manager, and other senior managers with responsibility for Research Practice.

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

- Educated to degree level or equivalent professional experience.
- A good and up-to-date understanding of conceptual, policy, and practical issues surrounding open research, research integrity, or a related area of academic research practice.
- Experience of organising and delivering training in one or more areas of research practice, i.e. research integrity and ethics, open research, research data management, reproducible and transparent research, responsible research and innovation.
- Excellent administrative and organisational skills, including attention to detail, time management skills, and the ability to prioritise a wide range of activities.
- Excellent spoken and written communication skills, including the ability to communicate specialist content in an accessible manner, adapting the style and content to match the needs of the intended audience(s).
- The ability to work both collaboratively and independently, using personal initiative and judgement, including demonstrable willingness to take initiative and pursue new opportunities.
- A high level of digital media skills (including use of Microsoft Office), including experience of writing and managing website content.
- Experience of working successfully with colleagues at all levels of seniority

- Track record of effectively using different communication tools — summary reports, social media, newsletters, web pages — to ensure clear communication and effective engagement.
- Demonstrable experience of using evaluation mechanisms to monitor effectiveness of training and engagement strategies, and ability to incorporate learning into future approaches.

Desirable

- Experience of working in the Higher Education or broader Research and Development sector, or in a relevant government or other public sector department.
- Familiarity with a range of support tools and services that underpin contemporary research practice (e.g. research data management, research ethics, publication practices, etc.) and/or demonstrated ability and willingness to learn.
- Experience with video and other media editing and production, and/or willingness to adopt new skills.
- Engagement with issues of equality, diversity, inclusion, and accessibility, in the Higher Education sector or other contexts.

We welcome enquiries about this position and would be glad to speak to prospective applicants who are unsure about the relevance of their background or experience, e.g. those from outside the higher education sector or those in a research role seeking to transition into a position in professional services.

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 UAS (see below) 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 190 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

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](#).

Further information about Research Services can be found on our website 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.

For more information please visit: <http://www.admin.ox.ac.uk/>