Job Description

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Summary

Job title	Research Administrator
Division	Social Sciences
Department	Faculty of Law
Location	St Cross Building, St Cross Road, Oxford, OX1 3UL
Grade and salary	Grade 5: £31,459-£36,616 *per annum*
Hours	Full time - *the role would be an ideal secondment or career development opportunity.*
Contract type	Fixed term until 15 October 2025
Reporting to	Senior Research Facilitator, Faculty of Law
Closing date	Midday Tuesday 4 March 2025
Interviews	Interviews will be held at St Cross Building on Monday 24 March 2025

The role

The post holder will provide administrative support for research in the Law Faculty and will principally provide support to the Senior Research Facilitator.

This is a varied role, supporting pre- and post-awards for larger grants, as well as some more general research-related support for personnel and finance functions. Whilst some experience in research support is essential, the role will provide an excellent training opportunity for someone interested in a career in research administration.

The postholder will be line managed by the Senior Research Facilitator and will be a member of a team of research administrative staff in the Law Faculty and its centres and institutes.

The role is available immediately and is fixed term until 3 October 2025. It would be an ideal secondment or career development opportunity.

Flexible working

The Law Faculty supports hybrid working and currently requires staff to be on site at least 40% of their working week.

Applicants considering requesting flexible working are encouraged to read the [University guidance on informal and formal flexible working requests.](#)

Responsibilities

(a) Research Grants Support

1. Support both pre- and post-award processes for small and straight-forward grants, including fellowships and Oxford University funding schemes such as John Fell Fund, knowledge exchange grants and the Higher Studies Fund
2. Be familiar and keep up to date with funding opportunities and funders' terms & conditions and be able to advise members of the Faculty on simple funding schemes
3. Be familiar with the University rules on use of research funding
4. Liaise with Research Services, Research Accounts and funders as appropriate

(b) Post-Award

1. For small and straight forward grants, using the Oracle Finance system, run and disseminate regular reports for Principal Investigators. Check and issue these reports to PIs, and initiate discussions with PIs on changes in budgets, end dates, etc
2. Process simple/small grant awards from funders, liaising closely with Research Services staff to ensure contracts for awards are put in place, and re-calculate X5 costings to match awards as required
3. Follow the Law Faculty start-up procedures for a portfolio of grants, including setting up files for all awarded grants
4. Respond promptly to *ad hoc* requests from PIs for information or advice about their grants and liaise with Research Services, Research Accounts and funders as required
5. For applicable grants, keep appropriate records of auditable data, i.e. hours worked/ timesheets
6. Action any date extensions and changes to budget on existing awards (using University software X5) and the funder forms or online systems
7. Ensure Principal Investigators are aware of the funder's general terms and conditions as well as the specific terms and conditions of the awards for which they are responsible and the University finance rules

(c) Pre-Award

1. Advise the applicants on and prepare the financial elements of grant applications for small and straight forward grants, including completion of application forms and the X5 costing
2. Review and advise on both the format of applications and the funder's criteria and priorities
3. Add to the Faculty database (an Excel spreadsheet) details of all applications in preparation, and those submitted, and provide summaries and reports from this spreadsheet for committees
4. Administer the process for any funding schemes that require a Faculty internal review/selection process: collecting the applications, making up the application packs, setting up the review panels and informing the applicants of the outcomes

(d) Research Administration

1. Support Faculty members with the preparation of budgets for conferences, workshops, and other types of events based on standard Faculty methods for costing such activities
2. Support academic colleagues on the maintenance of their subsites and profile pages
3. Support academics in their use of systems such as Symplectic and Research Fish
4. Support the Research and Early Career Support Officer with the organisation of occasional workshops
5. Support Research Group chairs, for example by assisting with their web pages and the administration of their budgets
6. Maintain the funding opportunities pages on the website and issue regular email updates to the Faculty
7. With other members of the research support team, maintain the relevant research pages on the Faculty website

8. Administer the Faculty's Research Support Fund and Internet Engagement Fund: maintaining the spreadsheets, dealing with correspondence, promoting the funding schemes, receiving applications, supporting the funding committees, and issuing award letters

9. Manage the Research Team's shared e-mail account and calendar, ensuring that all incoming mail is responded to promptly

(e) Other responsibilities

1. Support the Senior Research Facilitator with any other administrative responsibilities when requested

2. Process applications from Faculty members for travel insurance. Cover for student applications when needed. Discuss complicated cases with the Head of Research Support.

2. Attend 1:1 and Faculty team meetings as required

3. Help maintain an effective relationship with Research Services, Research Accounts and the Divisional Research Support Team

4. Assist the Faculty's Research Support Team with any time-sensitive duties during sickness and absence

5. Undertake all necessary training

Selection criteria
Essential selection criteria

- Proven experience of financial or research grants administration.
- Numeracy: able summarise, analyse and understand financial data, with the ability to identify anomalies.
- A good general level of education.
- Effective interpersonal and communication skills.
- Able to produce accurate work even under pressure.
- Capacity to understand a complex range of funder rules and University financial requirements, and to apply these accurately and able to convey them to colleagues in an effective way.
- Excellent IT skills including word processing, and manipulation of complex spreadsheets (in particular Word and Excel).
- Able to work independently, with good time management and organisational skills, and the ability to prioritise appropriately and manage deadlines.

Desirable selection criteria

- Experience of using X5 and Oracle Financials
- Experience of setting budgets for events and research posts.
- Able to demonstrate an ability to convey complex funder rules or similar to colleagues in an effective way.
- An understanding of handling personal or sensitive data, and sensitive to confidential issues.
- Some understanding of legal research and/or evidence of an understanding of working in the field of Higher Education.

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.

Faculty of Law

The Faculty of Law in the University of Oxford is the largest Law Faculty in the UK. It is a federation of thirty law schools in the colleges of the University. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of one hundred fifty three academics. The Law Faculty has a distinguished reputation in research and publications in Law. There are five specialised centres associated with the Law Faculty: the Centre for Socio-Legal Studies, the Centre for Criminology, the Institute of European and Comparative Law, the Oxford Intellectual Property Research Centre and the Bonavero Institute of Human Rights. Oxford is consistently listed in the top three for law in the leading guides to British and international universities. There are 225 students in each of the three years of the Faculty's BA in Jurisprudence. The Faculty's graduate programme includes the BCL, the MJur, the MSc in Criminology, the Master's in Law and Finance, the MSc in Taxation, the MSc in Intellectual Property and the MSc in International Human Rights Law, and 6 large doctoral programmes. There are over 40 professional support staff in the Faculty. The Faculty of Law holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. For more information please visit the Law Faculty website

Anyone considering applying for a role in the Law Faculty is invited to read our 2023-26 strategic plan, 'Shared Ambitions'.

Equality, Diversity and Inclusion at the Faculty

Equality, diversity and inclusion (EDI) are integral to the Law Faculty's mission and success. As a Faculty, we enable individuals to reach their potential through education and help address the world's greatest challenges. The Faculty's ambitions for EDI are in line with those set out in the Collegiate University EDI Strategic Plan 2024-27. Our diversity strengthens our research, enhances our teaching, and enables a deeper engagement with the world. We recognise the value of a diverse student and staff community, and the range of experiences and perspectives that brings. Our vision is of a Law Faculty where everyone belongs and is supported to succeed. We support the University's goal to be a leader in equality, diversity and inclusion in society. Having an inclusive culture, in which everyone can grow and flourish, is essential to our continued success as a world-leading Faculty in a world-leading institution. You can find out more about our EDI programmes and progress to date by visiting our website.

Social Sciences Division

Social Sciences is one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority, and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 undergraduates working and studying in the division. The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as PPE, the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit: http://www.socsci.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.

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@law.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** 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 (see https://hr.web.ox.ac.uk/family-leave). 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/.

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