



Job Description



Summary

Job title	Research Funding Associate
Division	Research Services
Department	Funding & Contracts Team
Location	5 Worcester Street with some flexibility around home working
Grade and salary	Grade 6: £34982- £40855
Hours	Full time
Contract type	Fixed term appointment 12 months
Reporting to	Research Funding Manager
Vacancy reference	178126
Additional information	Two posts

The role

You will be located in the Funding Team of the Research Funding & Contracts Team in Research Services. The Research Funding & Contracts team provides comprehensive research funding and contracting support to researchers and departments across our academic divisions. To give a sense of the scale of activity of the team, Oxford submits over 3,500 applications every year to a large number of different UK and international funders and in 2021/22 the University accepted awards worth over £800m.

The Research Funding Team provides expert specialist support for research grant application preparation, submission, acceptance, and for some sponsors, post award activity. The Team provides guidance and funder insight to members of the University on external research funding opportunities, and advice and training on the preparation and submission of research grant applications. We deliver the University's proposal approval service, including the analysis of grant applications against quality assurance and institutional risk criteria; manage offers of research grant funding; and facilitate elements of post award activity including for grant amendments. You will be a key member of this friendly and mutually supportive team and will manage your own portfolio of activity.



Responsibilities

1. Working closely with team colleagues to provide a proactive, professional front-line research grant funding support service for University departments, faculties, and, where appropriate researchers

- (a) Develop and maintain a high level of awareness and understanding of the University's funding landscape, key funders and associated application submission processes and grant management systems
- (b) Build and maintain strong relations with departmental administrators for a specific portfolio of Departments/Faculties to provide appropriate dedicated support, while working closely with colleagues to ensure a consistent and timely team response to a deadline driven heavy workload
- (c) Provide professional guidance and information as required to support grant preparation, application submission and award acceptance that is appropriately tailored to different audiences
- (d) Undertake desktop research to provide an initial review of new funders in relation to ethical acceptability, and review research grant terms and conditions, in order to make recommendations to Research Funding Managers regarding these funders
- (e) Accept research grant awards on behalf of the University (within defined parameters) and issue instructions to Research Accounts relating to financial set-up, and maintenance of awards on the University's accounting system
- (f) Authorise submission of research grant applications on behalf of the University as delegated by the Executive Director of Research Services. This includes assessing and managing a range of relevant issues such as full economic cost recovery, risk, space and facilities implications as well as legislative, compliance and sponsor requirements.
- (g) Draw from diverse source materials (including funder intelligence and previous Oxford experience) to devise, develop and deliver scheme specific guidance appropriate for different University audiences, including fact sheets, workshops and web material, to support the preparation of strong funding applications
- (h) Provide advice and support for grant amendments as necessary and required by funder process and procedures
- (i) Participate in continuous review and development of team processes and procedures in response to changes in funder systems and requirements, University policy, and/or Department and Division expectations

2. Other duties

- (a) Using the University's bespoke grants management systems, collect and record data relating to grant applications submitted on behalf of the University. Report using this data as required

- (b) Represent the team at Research Services meetings and working groups and participate in special projects on behalf of the Team as and when required
- (c) Participate in professional networks both within the University (RISN) and outside Oxford as appropriate, representing the Team and/or Oxford in such forums and disseminating information and lessons learned to Team colleagues and more widely within Research Services
- (d) Undertake other duties as reasonably requested by the senior members of the Research Funding Team or other senior officers within Research Services
- (e) Promote and actively demonstrate commitment to Research Services' shared culture and values

Selection criteria

Essential selection criteria

1. A proven ability to prioritise a heavy and varied workload, to keep track of a large volume of ongoing projects and an organized, unflappable, yet flexible approach to working to deadlines under pressure.
2. Experience of working in a service delivery unit, of building positive relationships with a large and diverse user base, and possessing a strong customer-focused ethos.
3. A demonstrable commitment to working successfully in a team, prioritising and coordinating work with colleagues, while also being able to work independently with the minimum of supervision
4. An ability to analyse, interpret and respond effectively to detailed written documentation.
5. Excellent verbal and written communication skills, including the ability to communicate complex ideas with a clear, concise writing style and to give advice in a professional way to staff at all levels in person and through virtual media
6. Excellent computer skills: ability to use Office applications, e-mail and bespoke IT systems and to manipulate databases.
7. An ability to exercise tact and discretion when dealing with confidential matters and to develop positive relationships both with the team's customers and with colleagues in Research Services.

Desirable selection criteria

1. Prior experience of dealing with research funding applications and awards within an academic environment
2. A good working knowledge and understanding of the needs of an academic research environment

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.

Oxford is world-famous for research excellence and home to some of the most talented people from across the globe. For the past five years we have ranked number 1 in the Times Higher Education (THE) World University Rankings, both overall and specifically for research.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. We are currently the most successful UK university in securing external funding for research (£634m in 2019/20) as well as for research funding from industry (£108m in 2019/20). We are a leading institution for the commercialisation of our research, having spun-out more than 200 companies, again more than any UK institution.

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 e-recruitment system and you will find all the information you need about how to apply 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

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email 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 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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:

<https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **grades 1–7** 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> Childcare

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.