

<b>Job title</b>	Senior Grants Officer
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	NDM Operations – Grant Management Team, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Oxford, OX3 7LF
<b>Grade and salary</b>	Standard Grade 6: £34,982 - £40,855 with a discretionary range to £44,382 p.a. (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Research Grants Manager
<b>Vacancy reference</b>	179560

<b>Hybrid working arrangements</b>	<b>The successful person will need to work on site for a minimum of 3 days per week</b>
<b>Additional information</b>	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship under UK Visas and Immigration legislation, but eligibility will depend on the chosen candidate's details so, if a visa is required, this will be determined once the selection has been completed.
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> </ul>
<b>What we offer</b>	<a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata)</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>

## The role

The Nuffield Department of Medicine and the Department of Paediatrics are trialling a new approach to the provision of grant management support, operating a cross departmental shared function model within the NDM Grant Management Team (GMT).

We are seeking to appoint a Senior Grants Officer to join the GMT, providing an outstanding professional service to manage the cradle-to-grave process of research grants across the breadth of the portfolios. The role of the Senior Grants Officer is a key position within the GMT, and whilst you will report to and work under the general direction of the Research Grants Manager, you will be responsible for your own work on a day-to-day basis. The ability to work independently with minimal supervision is essential. This position offers an excellent opportunity for career progression in Research Administration, working alongside researchers at the leading edge of science in two of the most successful medical sciences departments at Oxford.

You will assume full responsibility for a range of activities which support the financial and operational management across the project portfolio. You will play a central role in liaising with academic staff, central university services such as Research Services and Research Accounts, and external collaborators and funders. You will be expected to work closely with grant holders and Professional Services staff to maintain and develop an efficient research administration service. The project portfolio has a diverse range of funders, strong links with industry, and collaborates on research with a large number of other institutions. The complexity and variety require the skills and confidence to juggle conflicting priorities and deadlines. You will have strong organisational and interpersonal skills and with a high level of self-motivation, and the ability to thrive in a busy environment to ensure that research grant applications and awards are managed effectively so that targets and deadlines are met.

## Responsibilities

You will:

### Management of the Research Awards Process (pre and post award)

- Manage day to day pre-award activities, including preparation of, and accurate costings for, grant applications using the University's costing tool (currently X5). You will ensure compliance with funder terms and conditions and provide advice and support to grant holders and researchers in the preparation of funder applications, working with them to complete funder application forms and liaising with external funders as appropriate.
- Be responsible for ensuring that grant applications and/or amendments are submitted to Research Services on a timely basis to meet service deadlines. You will check that they are accurate, comply with funder terms and conditions, and have the necessary supporting documentation.
- Bring any matching funding, underwrites required/requested, or other requirements that are likely to have a significant impact on the Department to the attention of Senior Professional Services staff in good time.
- Oversee the financial administration of a significant and complex portfolio of research projects working closely with the Professional Services staff, project managers, and grant holders (who remain accountable for managing their grants). You will check research budget set-ups for accuracy on Oracle, interpreting and implementing University procedures. You will deal with issues arising, analysing grant spend on a monthly basis, highlighting variances and taking follow-up action.



- Liaise with research groups and Senior Professional Services staff, and where relevant HR, regarding posts on grants to ensure that funding is available before recruitment processes are undertaken.
- Meet routinely with all of the grant holders within the portfolio to review their financial position and provide problem-solving advice while ensuring that the project will remain compliant with terms and conditions (including robustness under audit scrutiny). Escalate any concerns with the Research Grants Manager as soon as possible.
- Liaise with external funders, as required, and maintain an up-to-date knowledge of major funding bodies' terms and conditions.
- Work with Research Accounts to prepare annual and final statements of expenditure, ensuring that expenditure is appropriately allocated to research projects, and monitored in line with budgets and in accordance with University policies and the funder terms and conditions. Seek Departmental approval from the Research Grants Manager.
- Coordinate and collate data required for audits on research awards and liaise with Research Accounts on any audit queries, discussing with Professional Services teams where required.
- Ensure that grant holders, Professional Services staff, and project managers are provided with monthly project reports, highlighting variances and taking follow-up action as required following discussions.
- Liaise with other Oxford departments and external institutions where a grant holder is a collaborator/partner on a project to ensure the correct budget is transferred to collaborator institutions and that appropriate mechanisms are in place to report on expenditure by collaborators.
- Co-ordinate with Research Services on the processing of research contracts, and ensure that all finalised documentation is circulated and filed appropriately.
- Provide support to other team members across the entire grant portfolio as required.

## **Internal and external communication**

- Attend monthly grant management meetings, taking the lead role for planning, preparing and presenting financial reports, and analysing data on grant expenditure to share with the administration and research teams.
- Escalate issues that require the involvement of the Research Grants Manager or the Deputy Head of Grant Management in a timely manner.

## **Training and Development**

- Support the training of Grants Officers and Apprentices within the Team on a day-to-day basis.
- Provide local training on the use of the University's costing tool and Oracle financial system to new staff as appropriate (to complement centrally provided training).

## **Information Management**

- Work closely with other colleagues to support the development of information management systems that meet the needs of the GMT, grant holders, and University/funder reporting requirements.
- Maintain information on any relevant in-house systems.
- Follow Standard Operating Procedures in place for research administrative processes and work with senior colleagues to ensure they remain relevant.
- Ensure that all documentation relating to grants is up to date and available to the grant holder and senior Professional Services staff.

## **Other responsibilities**



- Work with other colleagues to foster a positive team culture, and model core values and behaviours.
- Assist senior Professional Services staff in forecasting and re-forecasting grant expenditure for budgeting purposes.
- Assist senior Professional Services staff in project activities and undertake other responsibilities commensurate with the grade of the post.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Job descriptions can never be comprehensive and you may be required to undertake other similar tasks and responsibilities.

## Selection criteria

### Essential

- Educated to degree level or equivalent related experience.
- Knowledge of grants and/or contracts, preferably within the higher education sector.
- Experience of financial administration, as well as experience of interpreting and applying financial policies.
- High levels of accuracy and attention to detail when inputting data and providing information.
- Excellent inter-personal skills, including the ability to use tact and discretion to build effective and cooperative working relationships with colleagues at all levels.
- Team player who works well within a team but is also adept at working independently.
- Flexible and adaptable approach to work, with a proactive problem-solving attitude.
- Excellent IT skills for creating and managing information, including experience in the use of the Microsoft Office Suite, particularly Word, PowerPoint and Excel, and the ability to learn new systems.
- A systematic, thorough, and well-organised approach with the ability to work to deadlines and prioritise tasks.
- A high level of numeracy and confidence in dealing with financial data, with the ability to analyse and understand that data.
- Experience of using a costing tool for grant applications, contracts, or projects.

### Desirable

- Experience of Oracle Financials software or other financial software.
- Experience of the University's costing and pricing tool, X5.
- Experience of working with industry partners and collaborators.



# 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>

## Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Regular manual handling
- Travel outside of Europe or North America on University Business



## 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>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

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). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- [http://www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

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@ndm.ox.ac.uk](mailto:recruitment@ndm.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 70<sup>th</sup> 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.

