

RESEARCH SERVICES

Job description

Job title	Strategic Research Development Manager
Division	University Administration and Services
Department	Research Services
Location	5 Worcester Street, Oxford
Grade and salary	Grade 8: £48,235 - £57,255 per annum
Hours	Full time, although part-time will be considered for an exceptional candidate
Contract type	Fixed-term Contract, 9 months (Maternity leave cover)
Reporting to	Sharron Pleydell-Pearce, Head of Strategic Research Development
Vacancy reference	179963
Additional information	

The role

The Strategic Research Development Team plays an important role in identifying opportunities and brokering collaborations in the University and beyond. This role will centre around large-scale research initiatives, to provide dedicated support to the development, submission and set up of strategic research proposals for external funders (public, corporate, and charitable). Crucially, the SRD Team will also support the development of strong investment propositions to the new Strategic Research Fund.

You will assist and advise academic and professional services colleagues in the development of all aspects of large-scale research funding bids (high value, complex, or strategically significant grants); develop processes and support services to facilitate major applications and awards; facilitate the inception of research programs by linking pre-award and post-award research administration (including the organisation of collaboration agreements and research related contracts); and contribute to the development of divisional or University-wide externally funded strategic partnerships.



Responsibilities

1. You will play a key role in the ongoing development and delivery of strategic and major bid (e.g. bids greater than £1m or that are strategically significant to the Divisions) support to all four Academic divisions and Gardens, Libraries and Museums (GLAM). This will include:
 - a. Provision of expert advice and support from an early stage to researchers, Research Facilitators, and other departmental and Divisional support staff in developing major research funding bids both to external funders and the internal Strategic Research Fund. (These are typically complex high value, multi-disciplinary bids involving a number of external partners and funders – often requiring innovative approaches). This will be on issues such as collaboration building, financial management and governance structures for large scale collaborations, contractual arrangements, intellectual property matters, bid management and writing winning research grants;
 - b. Identification and development of best practice relating to winning research funding bids, through consultation with funding bodies, peer reviewers and peer-review feedback, industry partners and members of the University on external strategic boards and councils. Ensuring dissemination, coordination and complementary action through research support networks within the University;
 - c. Undertake a major role in developing and carrying out Research Services' strategies for managing major bids, from pre-call announcement through to contracting and inception phase of successful proposals. This may include bringing together and leading small teams of Research Services personnel on an *ad hoc* basis to ensure that large scale bids are managed and reviewed effectively to support Divisional strategies;
 - d. Representing the RS team, work with Divisional Offices, and the Pro-Vice Chancellor (Research) to identify opportunities and/or support the selection of bids which require formal or informal coordination across the University (e.g. as a result of a restricted application number or ranking request, where the funding body requires close alignment with institutional strategy, or the University's research strategy is best met by internal coordination). Develop appropriate procedures and facilitate the ranking and selection of the bids; and
 - e. Working with other members of Research Services, departmental and divisional Research Facilitators to evaluate strategically significant funding opportunities. This will include taking responsibility for and developing the team's operating practices in the identification, and targeted dissemination of major and strategic grant opportunities; reviewing and disseminating developments in government, funder and industry policies which have the potential to result in new research funding.
- 2 With training and support, where required, draft and negotiate research-related agreements suitable to the needs of the project (likely to be complex given the high degree of industry, government or third-sector participation in many bids). This will require you to support or very often lead individual negotiations on behalf of the University with a range of external organisations, and exercise independent judgement and decision-making as to the level of risk the University may undertake in relation to a wide-range of research. Keeping comprehensive records of each stage of the negotiations, and preparing the final briefing note requesting signature of agreements, setting out key terms and any risks or issues.

- 3 Working with senior colleagues in Research Services and academic Divisions to build relations with key sponsors such as UKRI, and develop expertise in opportunities relating to translational funding and industrial joint funding (working closely with colleagues in Oxford University Innovation and the University's Divisional business and partnership development teams).
- 4 Where major bids are successful, to work with the lead researcher and the professional support staff in the relevant department and across UAS, to introduce effective award start up processes through advising on and supporting the delivery of appropriate administrative, financial, governance and contractual arrangements, and assessing associated risks prior to the start of the project and key actions required to get projects underway as soon as possible.
- 5 Provide training and give presentations relating to major research funding support matters and sharing best practice of writing winning research grants, managing applications, and development of bids.
6. Organise and co-ordinate workshops in collaboration with the MPLS, Humanities, Social Sciences, GLAM and Medical Sciences Divisions on funding strategies and opportunities, involving industry and funders as appropriate.

You will be based in the Research Funding and Contracts Team within Research Services, located at 5 Worcester Street, which provides wide-ranging support to researchers across the University. The office services 50 departments, faculties, research units and institutes. You will spend time in departments working alongside and advising researchers, administrators and research facilitators.

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 selection criteria

1. A good postgraduate degree or extensive professional experience working in a research support environment.
2. Experience of conducting research, research administration (including support for research funding applications), or research programme management within higher education or a comparable environment.
3. Significant experience in reviewing, advising on, and assisting in managing the development of research funding applications and awards within an academic environment (e.g. through providing research support at a senior level) OR significant experience in reviewing drafting and negotiating research related contracts within an academic environment.
4. An excellent working knowledge of research costing and pricing using full economic costing methodologies

5. Knowledge of legal and regulatory frameworks needed to establish collaborative projects among universities and between university and industrial partners. Relevant direct experience with such projects would be an advantage.
6. Excellent communication, client liaison and teamwork skills, including the ability to discuss ideas and seek advice from academic and professional support staff; communicate complex ideas with a clear, concise writing and presentational style; provide clear advice verbally; exercise tact and discretion when dealing with confidential matters; and develop positive relationships both with the team's customers and with colleagues in Research Services.
7. 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
8. Demonstrated proactive, enthusiastic, flexible, hands-on approach to solving problems and supporting researchers, using innovative approaches, strategic thinking, tact and diplomacy.
9. Excellent computer skills: ability to use Office applications, e-mail and bespoke IT systems and to manipulate databases.
10. Knowledge of the current and changing status of the UK and international research funding landscape. Analytical ability to interpret complex policy and strategy statements, assimilate, analyse and identify trends in research data, and present informed briefings and reports effectively and confidently both in writing and verbally to the academic community.

Desirable selection criteria

1. Experience in supporting grant proposals to one or more of the major funders of academic research in the UK.
2. Experience of working within an academic research team – research or support
3. Experience of providing training and project management
4. Experience in reviewing, drafting and negotiating research-related contracts
5. A post graduate degree or equivalent research experience

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. Income from external research contracts in 2022/23 exceeded £789m, with over £147m of that coming from industry. We rank first in the UK for university spin-outs, with more than 180 companies created to date. 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 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 major responsibilities include:

- Supporting the grant process, including advice and information on funding opportunities, reviewing and authorising research grant applications, accepting new awards, and sponsor liaison
- Negotiating research-related contracts
- Advising on the costing and pricing of research at Oxford
- Supporting University and Divisional research-related planning
- Promoting the responsible conduct of research and compliance with regulatory and sponsor requirements
- Facilitating technology and knowledge transfer
- Leading the continuous improvement of research administration at Oxford

Teamwork is the key to Research Services' success, not only internally but also in partnership with researchers and Divisional/Department Administrators and with colleagues in Research Accounts (in the Finance Division), the Gardens, Libraries and Museums (GLAM), Oxford University Innovation and Legal Services.

Further information can be found on Research Services' 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.

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

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

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. Please provide details of **three** referees and indicate whether we can contact them now.

You will also 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.

All applications must be received by **midday** 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).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

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: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

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 www.admin.ox.ac.uk/personnel/staffinfo/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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

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 www.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 www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

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 My Family Care, 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 www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

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 www.admin.ox.ac.uk/childcare/.

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 www.admin.ox.ac.uk/eop/disab/staff.

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 www.admin.ox.ac.uk/eop/inpractice/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.