



Job Description



Summary

Job title	Research Contracts Administrator
Division	University Administration and Services (UAS)
Department	Research Services
Location	5 Worcester Street, Oxford, OX1 2BX
Grade and salary	Grade 5: £31,459 – £36,616 per annum
Hours	Full time (36.5 Hours, 0.8 FTE may be considered)
Contract type	Permanent
Reporting to	Research Contracts
Vacancy reference	179965
Additional information	

The role

The Research Contracts Administrator will be based in the Research Funding and Contracts team in Worcester Street. This friendly office is part of the University's central Research Services; we negotiate and sign c. 7,000 contracts annually within the team. The post provides key support to our team of contracts officers and managers as well as to the effective organisation and smooth running of the wider office and its working relationships with academic colleagues, University departments, external organisations, and the University's wholly owned company Oxford University Innovation. For the right candidate, the post will provide scope for personal growth in this area of specialist academic administration.

You will report to a Research Contracts Manager and work closely with the Senior Research Contracts Administrators and the other members of the contracts team to provide a wide range of advice and personal assistance in response to internal and external demands. In particular, you will be expected to support the work Research Services does to review, negotiate and advise on the research contracts handled through the office. You will ensure that workflows within the team and with academic departments are optimised and communication maintained with internal and external customers. You will use initiative and work independently in a number of areas. The role involves a good deal of personal contact with people inside and outside the University, often in relation to complex issues, which may need to be resolved urgently. Training will be given in relation to all those duties with which you might initially be unfamiliar.



The team is based in 5 Worcester Street, central Oxford, and working in a hybrid manner with an expectation that the postholder will spend a minimum of 50% of their time in the office (with fixed anchor days in-office (currently Monday and Thursday)) to support team interactions.

Responsibilities

1. Responding to new contract requests, logging new contract cases on GoPro (Research Services' project management system), undertaking initial review of new contract requests, checking information provided is complete and undertaking any relevant background checks in collaboration with other members of the contracts team, and as the role develops, preparing draft agreements based on the University's standard templates for those projects where we have been asked to provide an agreement, and managing a small portfolio of straightforward contracts.
2. Coordinating the counter-signature of contracts which have been signed by the University: assisting colleagues with routine duties associated with contracts administration such as arranging electronic and wet signatures, sending out copies of agreements signed by the University and requesting and chasing for their counter-signature and return, closing out cases on GoPro and distributing copies of fully executed agreements.
3. Setting up financial accounts on X5 (University's costing system), where there is funding associated with the contract, and liaising with colleagues in Research Funding and Contracts funding team, departments, Research Accounts and/or the VAT team when necessary.
4. Working with senior colleagues in the Research Funding and Contracts team on the ongoing development of contracts management by, for example, producing regular activity reports and identifying projects that might need following up on and then liaising closely with internal and external customers.
5. Developing positive, long-term relationships with academic members of staff and administrators in the University's departments, and providing general advice on issues related to research contracts and the external funding of research.
6. Contributing to the development of information systems underpinning the professional operation of the office. The post-holder will be expected to review administrative systems currently in place to assist the management of the office, and to suggest and implement appropriate improvements. This will involve teamwork with the other members of the office, and liaison with the University's central Research Services located in Wellington Square.
7. Other duties as requested by senior Research Services officers from time to time.

Selection criteria

Essential selection criteria

1. Good general education to A-level standard or equivalent.
2. Experience in an administrative support role, preferably in higher education or a similar field.

3. Strong organisational skills and attention to detail.
4. Ability to work accurately and on own initiative, without direct supervision.
5. Ability to deal with a wide variety of tasks and competing demands, with good humour and initiative.
6. Excellent interpersonal skills. Ability to communicate fluently and tactfully, both orally and in writing, at all levels within the University and with external organisations.
7. Computer-literacy: ability to word-process, use email, manipulate databases and spreadsheets, and familiarity with a variety of software packages including Microsoft Word, Access, and Excel (if necessary, training will be provided in a particular software package).
8. Experience of working in a customer focused 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>

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.