



## Job Description

<b>Job title</b>	Research Facilitation Officer
<b>Division</b>	Social Sciences
<b>Department</b>	Politics and International Relations
<b>Location</b>	Manor Road Building, Manor Road, Oxford, OX1 3UQ
<b>Grade and salary</b>	Grade 6: £32,332 - £38,205 per annum
<b>Hours</b>	Full time (however 0.8 FTE would be considered)
<b>Contract type</b>	Fixed term until 14 March 2025 (this role could be considered as a secondment opportunity)
<b>Reporting to</b>	Research Manager
<b>Vacancy reference</b>	170747
<b>Additional information</b>	Closing date – midday (UK time) on 26 February 2024 Interviews will be held during w/c 4 March 2024

## The role

The Research Facilitation Team within the Department of Politics and International Relations (DPIR) is seeking a well organised and experienced individual to join them. The postholder will work under the line management of the Research Manager to support the research activities of the Department including grant application administration, post-award administration, as well as serving as the secretary of the ethics committee.

The Research Facilitation Team is part of the Professional Services team of a large and busy teaching and research department in the Social Sciences Division.

DPIR operates a flexible working arrangement, and you may be able to agree a pattern of regular remote working with your line manager, should you request it. DPIR aims to actively promote the implementation of the University’s family-friendly policies to help foster a family friendly working environment, including provision of family leave (such as policies for maternity, paternity,



parental, carers and adoption leave), flexible/part-time working and scheduling inclusive meetings.

## Responsibilities

### *Pre-award support:*

- Work closely with colleagues to ensure a professional, knowledgeable, and customer-focused front-line service to the department's academic and research staff.
- Prepare funding applications to strict deadlines under the direction of the Research Manager, including:
  - Provide feedback on grant applications.
  - Creating X5 costings using FEC and non-FEC methods as required
  - Maintaining detailed and accurate records for workflow and reporting purposes
  - using knowledge of the funding landscape to make applications more competitive.
  - Checking eligibility of applicants
  - Support PIs in producing partner letters, Data Management plans and justification of resource documents.
- Be responsible for the Department's small applications (below £100k) to external funders.
- Support and encourage Early Career Researchers to apply for future funding and help create a pipeline of stage-gate funding for DPIR researchers.
- Help organise Departmental briefing sessions on a range of funders and calls for potential applicants.

### *Post-award administration:*

- Undertake the internal and external administrative tasks associated with the acceptance of research grants on behalf of the Principal Investigator.
- Liaise with Research Services to ensure original X5 costings match award letters, undertaking recostings if necessary and updating salary figures etc.
- Assist with the initial set-up of all research related contracts, e.g. collaborative agreements, funding agreements, and support subsequent amendments to these contracts.
- Liaising with other Oxford departments during the project set-up phase where awards are split between multiple University departments.
- Manage award amendment requests and liaise with staff in the University Research Services and Research Accounts as required.
- Ensure research grants are set up on Oracle accurately.
- Liaise with the HR team regarding advertisement, appointment, and transfer of staff onto new awards.
- Liaise with the finance team and Finance Manager on the use of the pre-award account and ensure expenditure is transferred to awards in a timely fashion once set up.

- Organise project setup meetings to ensure key terms and conditions are communicated to the Principal Investigator, Project Administrators and other key personnel.

*Other duties:*

- Assist the Research Manager in preparing papers and reports for committees and meetings.
- Coordinate data gathering for REF including providing support for Open Access, Symplectic, ResearchFish
- Developing positive, long-term relationships with colleagues at the department and in the wider University.
- Participating in the development and delivery of an induction programme for new Principal Investigators, Early Career Researchers and Project Administrators.
- Contributing to the development of policies and procedures for research support.
- Any other duties as deemed appropriate that are commensurate with the grade as determined by the Research Manager and the Head of Administration and Finance.

## Selection criteria

### Essential

- Experience of applying for research grants and knowledge of what makes a successful grant application.
- Knowledge of funding requirements along with the willingness and ability to learn and keep up to date with a wide range of funders terms and conditions.
- Experience of financial management including preparing and monitoring budgets.
- Excellent written and verbal communication skills and the ability to present information clearly and confidently to a range of audiences.
- Ability to work as part of a team and build strong and positive working relationships with immediate colleagues, senior and junior stakeholders.
- Strong organisational, planning and project management skills and experience, including the ability to prioritise and meet tight deadlines.
- Excellent attention to detail, with a proven ability to work independently and accurately with detailed narrative, numerical, and financial data.
- Educated to degree level or with equivalent professional experience.

### Desirable

- Experience in using X5, the University's costing system, and/or Oracle.
- A degree in a Social Sciences discipline or experience supporting research in a Social Sciences discipline.

## 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.

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 spinouts, 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](http://www.ox.ac.uk/about/organisation).

## The Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post- doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.ox.ac.uk>

## Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: [www.socsci.ox.ac.uk](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.

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### 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).

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### 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

[vacancies@politics.ox.ac.uk](mailto:vacancies@politics.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.

## 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](http://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 dependants. 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](http://www.newcomers.ox.ac.uk).