BLAVATNIK SCHOOL OF GOVERNMENT

Job title	Research Administrator
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6: £29,176 - £34,804
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Research Facilitator
Vacancy reference	142617
Closing date	*12 noon GMT, Monday 23 September 2019*

The Post

Overview of the role

At the Blavatnik School of Government, part of the University of Oxford, our vision is of a world better led, better served and better governed.

The Blavatnik School of Government is one of the newest departments at the University of Oxford. We are seeking to appoint a Research Administrator to play a key role in the development of the research support function at the School.

The post-holder will report to the Research Facilitator and work closely with the Finance Officer for Research as part of the School's Research Support and Finance teams. They will support the Research Facilitator regarding grant applications. They will also ensure smooth administration for existing grants and provide support to develop the School's research policies and procedures.

The role also offers the opportunity to provide administrative support directly to research projects, working closely with the School's faculty and the wider University.

Responsibilities/duties

Grant administration for applications

- Manage and coordinate the School's applications to University of Oxford internal funds (Fell Fund, GCRF funds, etc.).

- Along with the Research Facilitator, be a key point of knowledge and advice to faculty and researchers for funder requirements with reference to eligibility, the application processes and funder compliance.

- Support the Research Facilitator as required in providing feedback on grant application content, using knowledge of the funding landscape to make applications more competitive.

- Help the Research Facilitator make sure that the School's funding applications meet the needs of the Principal Investigator and other funding constraints.

- Coordinate and provide support for large funding applications, working collaboratively with the Research Facilitator, Division and the wider University Research Services to achieve this (setting timelines, managing funder portal access, chasing references, collating relevant paperwork, checking final applications).

- Pro-actively identify and communicate upcoming relevant funding opportunities to the School's faculty and researchers and preparing a regular newsletter.

- Support the financial aspects of the School's research funding applications. This includes responsibility for X-5 costings for the School's applications and for verifying resource requirements with the PIs, Finance Officer and Research Facilitator where needed.

- Provide cover for the Research Facilitator when required.

Grant coordination post application and project administration

- Coordinate the contracting process and post award contract amendments; working with University Research Services and Research Account teams to ensure the project is correct and up to date on the Oracle financial system. Liaise with collaborators, funding organisations and other project stakeholders as required.

- Provide advice to PIs and Administrators on methods of engagement for research projects such as hiring project employees, casual workers, field staff, subcontracts, collaborative agreements, and other procurement methods.

- Be a department representative at divisional, central research administration and impact meetings as required; sharing and disseminating information accordingly with the School's Research Support team and where relevant faculty and researchers.

- Maintain oversight of an assigned portfolio of research projects in post-award

stage, including all internally funded projects. Maintain records of all grant activities for all pre and post award research activity at the School.

- Support the Finance Officer in tracking project reporting dates and milestones, ensuring that funder requirements are being met and funder payment schedules are being adhered to. Assemble and co-ordinate funder reports as required by funding organisations. Ensure on-time submission of deliverables from all parties.

- Support projects in organisation of events as required, including arranging logistics and travel.

- Handle day to day processing of financial expenditure on projects through processing of purchase orders, expense claims and journals and transfers.

- Produce internal updates on project progress, send reminders to those behind schedule and follow up. Coordinate research reports for senior management.

- Facilitate and coordinate the research administrator network within the School.

- Take minutes at project meetings, and at meetings of the Research Support team, and communicate decisions and plans to all relevant parties.

Compliance activities

- Contribute to the development of School's research policies and procedures and ensuring they are adhered to.

- Along with the Research Facilitator, support the departments REF submission (Research Excellence Framework). This is to include supporting the School's compliance with Open Access publication; undertaking research and interpreting procedures to answer more complex questions about such policies as appropriate and assess/monitor faculty compliance.

- Support the Research Facilitator in regards to research ethics by, when required, ensuring that PIs meet ethical review requirements for projects through monitoring of project progress and providing resources for applications, referring them to the School's Ethics Committee as appropriate.

Selection criteria

Applications will be judged only against the criteria that are set out below. *Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria.*

Essential

1. A systematic, thorough, well-organised and collaborative approach to work.

2. Be a source of specialist advice and able to provide accurate and succinct recommendations.

3. Proven ability to work effectively under pressure, prioritise effectively, meet tight

deadlines and work independently and proactively to meet goals.

4. Highly effective interpersonal skills and evidence of working with colleagues and external stakeholders with tact and diplomacy.

5. Excellent IT skills and the ability to manage data and information effectively.

6. Excellent written and numeracy skills.

7. Attention to detail and problem-solving skills

8. Experience of the research funding landscape in higher education settings.

Desirable

1. Experience of project management/administration/financial administration.

2. Knowledge of X5 and Oracle Financials.

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 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 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.

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010. We accept around 120 MPP (Master of Public Policy) students and five doctoral students a year.

For more information please visit: www.bsg.ox.ac.uk.

Social Sciences Division

The Blavatnik School of Government sits within the University's Division of Social Sciences, which is headed by Professor Sarah Whatmore. The Social Sciences Division is one of four academic Divisions in the University, each of which has considerable devolved budgetary and financial authority as well as responsibility for providing a broad strategic focus across its constituent disciplines. There are fourteen academic departments and three cross-divisional research units within the Social Sciences Division at Oxford, which span the full range of social science disciplines, with links to the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1,900 undergraduates within the Division.

The Division represents the largest grouping of social sciences in the UK. Research within the Division is focused on developing a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. The size and shape of the Division Blavatnik School of Government, University of Oxford 5 means that it is well placed to respond, and contribute, to many of the challenges and themes emerging from funding bodies and government. The Division is established as a world- leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. The School is also home to several of Oxford's most widely recognized teaching programs, such as Philosophy, Politics and Economics (PPE), the Bachelor of Civil Law (BCL), the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded Postgraduate Certificate in Education (PGCE). Excellence in teaching and research is synergistic and the Social Sciences Division remains committed to sustaining and developing the high quality of activities in both these areas. Research conducted in the Division is disseminated through innovative graduate programs and enhances undergraduate courses.

More details about the Social Sciences Division can be found at http://www.socsci.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 two 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/. 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.

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/.

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.