

Job description and selection criteria

Job title	Research Projects Manager
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6: £29,176 - £32,817 p.a.
Hours	Full-time (1.0 FTE)
Contract type	Fixed term: 1 September 2020 to 30 September 2022 (externally-funded)
Reporting to	Principal Investigators
Vacancy reference	146678
Closing date	12 noon UK time, Monday 13 July 2020

The Post

Overview of the role

To manage day-to-day the financial and administrative activities of a European Research Council (ERC) Advanced Grant "Banklash" and of the Oxford Institute for Ethics, Law and Armed Conflict (ELAC/the Institute) in accordance with university and ERC financial requirements. The postholder will have overall responsibility for the administration of (i) a large-scale study of the politics of financial regulation in six countries in the wake of the financial crisis (the project) and (ii) an interdisciplinary research programme that aims to strengthen law, norms and institutions to restrain, regulate and prevent armed conflict. The role will be based in Oxford and led by (i) the Principal Investigator (PI) of the ERC Project, Professor Pepper Culpepper; and (ii) the Co-Director of ELAC, Professor Dapo Akande.



It will be key for the successful postholder to work closely with other members of the ERC project team and ELAC in ensuring the smooth running of the various work packages of the project and ELAC, including the organisation of events and meetings, management and implementation of logistical arrangements and follow-up activities; and to use initiative to identify solutions to problems as well as providing excellent financial, administrative and communications support.

The Projects Manager will be required to make key decisions in terms of the implementation of expected outputs, as well as managing ongoing quality control across the projects. This will involve careful and extensive record keeping and data collection and analysis. As such, it is expected that this role will contribute sections to key project reports and publications.

Responsibilities/duties

Financial Management

- Support the PIs in planning and implementation of activities of the ERC Project and ELAC in accordance with the agreed timeline.
- Manage the recruitment and procurement activities of the project and ELAC in line with the regulations of the University and the ERC.
- Respond to enquiries, regularly providing advice on financial procedures and policies.
- When needed, compile and distribute financial budget reports.
- Process invoices and deal with anomalies in conjunction with the School's Finance team.
- Gather and present data on budgets and forecasting.
- Ensure financial transactions are carried out in accordance with the University and ERC financial regulations.
- Maintain good working relationships with key suppliers and the School's finance office, and be proactive in resolving issues.

General Management

- Act as first point of contact in the ERC project team and ELAC, responding to general enquiries, as well as communicating directly with the PI, directors and the staff at Oxford and in the field.
- Manage all administrative arrangements for training, meetings and events, whether in-person or virtual, including room booking, catering, travel and accommodation arrangements for staff, compiling agendas and drafting minutes.
- Manage administrative procedures and make suggestions for improvements as appropriate.
- Enable the implementation of project-related communications activities, including the development of and maintenance of a project website.
- Collect, compile and organise background materials, documents and other materials for meetings, summaries of actions to be taken and ensure necessary follow-up.
- Assist PI/co-Director in compiling project reports and project-related documents.
- Assist PI/co-Director in staff recruitment: prepare job adverts, job descriptions and further particulars, and compile interview schedules.

- Lead on any other duties as deemed appropriate by the PI/Co-Director that are commensurate with the grade of this role.

This is a full-time job, but there is some flexibility in organizing work arrangements.

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

- Experience in budget management and demonstrable skills in writing financial reports and ensuring financial compliance.
- Excellent team working skills with a flexible can-do approach, self-motivation, resilience and a willingness to adapt to the changing needs and priorities.
- Excellent organisational skills with attention to detail and accuracy.
- Ability to interpret, apply and communicate regulations and procedures.
- Excellence using Microsoft Word, Excel and databases.
- Ability to organise own workload and work to deadlines in the presence of conflicting priorities.
- Capacity to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others.
- Hold an undergraduate degree, or equivalent.

Desirable

- Experience of managing an ERC grant (preferable) or equivalent large grant, including experience of interpreting financial policies and compliance rules.
- Understanding or experience of University's and/or ERC's computerized financial systems.
- Evidence of project management skills, using specific project management methodologies.

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/.

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.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: www.bsg.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 <https://hrsystems.admin.ox.ac.uk/recruitment-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

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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: <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 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/home>

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/disabled-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 <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.

