



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Research Facilitator
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 7: Salary £29,249-£35,938 p.a.
Hours	Full-time
Contract type	Permanent

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2009/10 was £879.8m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £367m p.a., and more than 60 spin-off companies have been created.

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

MPLS Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

For more information please visit: <http://www.mpls.ox.ac.uk/>

Department of Computer Science

The Department of Computer Science, University of Oxford has one of the longest-established Computer Science departments in the country. Formerly known as the Oxford University Computing Laboratory, it is home to a community of world-class [research](#) and [teaching](#). Research activities encompass core Computer Science, as well as [computational biology](#), [quantum computing](#), [computational linguistics](#), [information systems](#), [software verification](#) and [software engineering](#). The department is home to undergraduates, full-time and part-time Master's students, and has a strong doctoral programme.

For more information please visit: <http://www.cs.ox.ac.uk/>

Job description

Overview

The Department of Computer Science has seen substantial growth over the last three years in terms of its research activity, and for this reason the department is looking to recruit a Research Facilitator to work with the Departmental Administrator to assist with supporting this vibrant department. The role will involve both supporting the process of making applications for funding as well as assisting with the development of opportunities and training staff in the application process. The role will include reviewing and evaluating existing and potential research funding opportunities and disseminating this information to the relevant academics.

Candidates are expected to be degree educated in a science subject, have knowledge of computer science, have excellent administrative experience, the ability to work effectively as part of a team, excellent organisational and interpersonal skills and a good working knowledge of Microsoft Office suite is essential.

The role is both exciting and challenging with the appointed person liaising with academic, research and support staff of all levels from within the Department of Computer Science, other departments in the University and other institutions and funding bodies.

Position summary:

The post-holder will work with the Departmental Administrator to support the growth and development of both staff and student research activity in the Department by providing general administrative duties to all activity linked to the application and support of research grants. The aim of the role is to ensure the smooth running of the process of disseminating opportunities, applying for funds and the development of funding opportunities including industry.

Your main responsibilities will be to:

Administration

- To provide administrative support for funding applications (providing costings, chasing references, collating relevant paperwork, checking final applications, liaising with clearance teams)
- Maintaining manual and computerised records of research applications and accompanying documentation
- Producing management information on application activity, success rates and trends - analysis of factors in success

Other Duties

- Organising Research briefings (planning, advertising, booking the rooms, accommodation, catering etc)
- Liaising internally with academic colleagues and support staff
- Providing advice and support to departmental staff and students in developing portfolios of funded research
- Distributing information in a variety of formats across the department to all staff regarding research briefings and opportunities.
- Assisting with the development of industrial funding opportunities through discussions, presentations and marketing of the research undertaken in the department

Selection Criteria

Essential

- Degree Educated, ideally in a scientific subject
- Knowledge of Computer Science or the ability to acquire a level of knowledge to be able to support this community effectively
- Have good IT skills and be able to work effectively with MS Office.
- Have experience of working in University administration.
- Possess good accuracy and numerical skills.
- Excellent communication and interpersonal skills and ability to deal amiably with people at all levels
- Ability to use initiative and a willingness to learn
- Ability to disseminate detailed information to a wide audience in the most suitable formats
- Proven ability to develop effective working relationships
- Proven ability to solve problems and to work independently

Desirable

- Proven experience of University finances and budgets for research
- Experience of organising training and dissemination events
- Possess the ability to present a professional image of the University at all times
- Knowledge and experience of applying for research funds in the UK and internationally
- Proven experience of working with industrial funders of research

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/research/

Salary and Benefits

Salary will be on the University grade 07S scale (currently £29,249-£35,938 p.a. depending on qualifications and experience).

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Candidates must also ask their referees to consider this job description and email their reference directly to job24@cs.ox.ac.uk or, alternatively, post or fax it to: The Administrator, Department of Computer Science, Wolfson Building, Parks Road, Oxford OX1 3QD, such that the reference arrives by, or shortly after, the advertised closing date.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.