



## Job description and selection criteria

<b>Job title</b>	Research Grants Assistant
<b>Division</b>	MPLS
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford.
<b>Grade and salary</b>	Grade 4: Salary £19,972 - £23,121 p.a., pro rata
<b>Hours</b>	Part Time (50 – 60% FTE)
<b>Contract type</b>	Fixed Term Contract
<b>Reporting to</b>	Projects Administrator/ Principal Investigator
<b>Start date:</b>	1 <sup>st</sup> September 2012 (or as soon as possible thereafter)

## 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](http://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 of the role**

This role is to provide Grants and general support to a Research Group comprising of one Principle Investigator (Professor), 6 Research Assistants and 7-10 DPhil students. The grant portfolio comprises of multi-year grants from various sponsors (commercial, Research Council, EC, TSB) and has an overall value of around £4.6 million. The role will involve day to day contact with researchers working on the grants and liaising with the departmental grants office to allow information flow between these areas. The Research Grants Assistant will also be required at times to contact grant partners and/or funding bodies to request or pass on information.

Specific duties of the Research Grants Assistant under the direction of the Project Administrator and the Principal Investigator will include;

- Collate information on an on-going basis for inclusion in formal project returns (timesheets, travel information, effort figures)
- Non-financial monitoring of projects such as ensuring reports and deliverables are produced to schedule, collating reports and proof reading.

- Respond to funding-related queries from within the research group and from the Departmental Grant Office, including assisting with staff costs planning.
- Observe financial aspects of research grants, ensuring all transactions are recorded accurately and in line with university financial controls and funders' requirements.
- Maintain electronic databases, group diary and paper filing systems
- Coordinate travel for group members including facilitating funds authorisation and organise project meeting facilities in Oxford and sometimes elsewhere.
- Assisting with recruitment and starting arrangements for new staff.
- Assist in preparing audit paperwork and reports and ensure information that will be required to report on individual awards e.g. timesheets is kept up to date
- Respond to requests for information from outside bodies such as sponsors
- Assist PI and Research Facilitator in preparing costing for funding applications

## **Main Duties and Responsibilities**

### **1. Grants Management**

Carry out the tasks necessary to ensure that research grants are spent effectively and efficiently within the regulations of the University and the sponsor. This will involve:

- Providing the Principle Investigator with regular statements of income, expenditure and commitments, including personnel commitments, and providing assistance to the Principle Investigator to comply with any restrictions that may apply to qualifying expenditure under the grant and balancing commitments across the portfolio of projects.
- Monitoring project schedule and ensuring technical reports are delivered on time.
- Working with the Personnel Officer to ensure contracts with appropriate end dates are in place for all grant-funded staff
- Ensuring that costs assigned to research grants are appropriate and within the agreed budget and funding rules and flagging any errors
- Ensuring appropriate records for EC funded and other awards are produced and maintained i.e. timesheets.
- Assisting with preparing interim and final reports to be submitted to the sponsor on time.
- Responding to requests from sponsors for information
- Maintain up to date grant files for all awards, ensuring key documentation is available and that an audit trail is provided for all transactions and events.

### **2. Funding Applications**

- Work with Principle Investigators to prepare costings, using University costing software (currently Resolve), in line with funding body regulations and other regulatory criteria at proposal submission stage and collate all paperwork.

- Liaise with sponsors and Research Services to clarify terms and conditions associated with particular funding streams.

### **3. Communication**

- Communicate with funding bodies and project partners/funding bodies as required.
- Develop and maintain good working relationships with research group staff and students as well as departmental admin staff.

### **4. Other Duties**

- Complete necessary training to keep up to date with University financial regulations.
- At all times ensure effective monitoring and compliance with University and Departmental Directives, rules and procedures.
- Maintain confidentiality.
- Undertake duties as may be required from time to time that are commensurate with the grade and responsibilities of the post.

## **Selection Criteria**

### **Essential**

- A high level of literacy and numeracy
- Previous experience of working in a finance environment
- Ability to generate high volumes of accurate work, with a high attention to detail
- Good communication and customer care skills.
- A high degree of financial and computer literacy including spreadsheets
- The ability to develop an understanding of University and funders' finance policies and procedures
- A team player

### **Desirable**

- Experience with Oracle Financials
- Experience with Resolve
- Experience of research funding administration
- Experience of editing technical reports
- Experience in administration in a research environment
- A knowledge of accounting principles

## Working at the University of Oxford

For further information about working at Oxford, please see:

[http://www.ox.ac.uk/about\\_the\\_university/jobs/supportandtechnical](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical)

### Salary and Benefits

The post, which is a part time appointment, has a salary on the University grade 04S scale, currently £19,972 - £23,121 p.a., pro rata.

### 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 [job19@cs.ox.ac.uk](mailto:job19@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](mailto: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](http://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.