



DEPARTMENT OF
**COMPUTER
SCIENCE**

University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Research Facilitator
Division	MPLS
Department	Department of Computer Science
Location	Wolfson Building, 7 Parks Road, Oxford, OX1 3QG
Grade and salary	Grade 7: Salary range between £35,308 - £43,155 p.a. with the potential to under-fill at Grade 6 with salaries in the range of £31,502 - £37,386 p.a.
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Research Support Service Manager
Vacancy reference	164742
Additional Information	Whilst the role is a Grade 7 position, we would be willing to consider candidates with potential but less experience who are seeking a development opportunity, for which an initial appointment would be at Grade 6 (Grade 6: £31,502 - £37,386 p.a.) with the responsibilities adjusted accordingly. This would be discussed with applicants at interview/appointment where appropriate.

The role

The Research Support Team furthers the research mission of the Department by facilitating all aspects of application for external research funding. It makes best use of opportunities, considers all resources required and supports applications from idea to submission, in order to underpin the vitality of research activity in Computer Sciences.

As part of this team, Research Facilitators help our Academics and Researchers turn their ideas into fully articulated and costed research proposals. They are responsible for ensuring that projects are formulated so as to have the maximum chance of success both at the application stage and during delivery. A Research Facilitator identifies suitable funding opportunities for potential projects; coordinates input from appropriate sources; gives advice



on the detailed presentation of the proposal; and provides analysis to allow the assessment of fit to departmental strategy and policy. The Research Facilitators all assist the Research Support Service Manager in developing and implementing processes that support this activity and that enable the team to work most effectively.

Responsibilities

Grant proposals and awards:

1. Act as the primary point of liaison with applicants ('Principal Investigators', PIs), senior management and Research Services during the preparation and submission of grant applications, taking initiative as required to resolve problems and delays.
2. Advise each applicant on the funder's policy and practice, the preparation and submission process and relevant elements of Departmental or University policy.
3. From discussions with an applicant, identify and integrate all the sources of information required to cost, develop and internally assess a project, which will require liaison with academic and administrative staff within the Department, elsewhere in the University and/or further afield.
4. Be responsible for the complete internal costing for individual projects. Use the University's X5 online tool for configuring, editing and submitting project costings. Draw attention to key points that may affect approval by senior management.
5. Review and give critical feedback on textual elements of a grant proposal, both for effectiveness as a funding application and to ensure all costs and major risks have been identified.
6. Advise applicants on, and coordinate practical arrangements for, assessment processes such as responses to reviewers' comments, preparation for interview and panel visits so as to maximise the likelihood of success.
7. Identify issues needing care after the grant is awarded and work with colleagues to ensure that they will be addressed. These may be financial arrangements or wider issues such as research contracts, recruitment, project management or periodic review.

Knowledge, management and dissemination of funding opportunities

8. Keep up to date with funding opportunities from our major funders and assess them for both relevance to the Department and financial implications.
9. Gather information about and assess risk to the Department relating to individual research funding contracts.
10. Advise Academic and senior Professional Services Staff on implications of individual contract terms and conditions so that they may make informed decisions.
11. Act as a liaison between Research Services, the Department and funders/collaborators; ensuring that contracts are progressed in a timely manner.

Wider service to the Department

12. Work with the Research Support Service Manager, Deputy Head of Department for Research, and other members of the teams to maximise the accuracy and

effectiveness of the processes in the Research Support and Grants Teams, including through the use of X5, Oracle R12 and internal record-keeping and reporting.

13. Analyse the outcomes and feedback from high-volume funding rounds (e.g. fellowships) to determine 'lessons learned', and hence propose tactics for subsequent calls.
14. Enable academics and researchers to report research outcomes as required by funders (e.g. ResearchFish) and satisfy Open Access requirements efficiently and effectively, by acting as a source of expert advice and support on processes and by reporting completion rates.
15. Contribute knowledge and insight to, and prepare written materials for other major research-related projects in the Department or wider University that require an understanding of our funding portfolio and the impact of our work, so as to support the Department in best presenting its achievements.
16. Such additional duties as may be necessary, commensurate with the grade and in pursuit of the team's overall mission.

Selection Criteria

Essential

1. A degree in a science subject or equivalent work experience
2. Excellent standard of written English, sufficient to draft and edit text for grant proposals
3. Have the interpersonal skills necessary to win the trust and confidence of both administrative and academic staff; have experience of needing to consider different perspectives on a situation; and thus be able to act as a bridge between academics and university administration more widely.
4. An ability to analyse, interpret and respond effectively and accurately to detailed legal, contractual and other written documentation; you must be able to present a reasoned and coherent argument and convey complex information to a non-specialist audience.
5. Evidence of effectiveness in giving critical opinions and constructive feedback to senior colleagues and defending the basis on which they are made.
6. Evidence of the ability to organise a number of concurrent projects, each needing a different application of existing processes, and to meet internal and external deadlines.
7. Understanding of the importance of tact and discretion in dealing with potentially sensitive matters.
8. Experience of working in a large organisation where it is necessary to liaise with colleagues in other domains to ensure policy, regulation and risk management are properly considered.
9. Be familiar with standard office software (e.g. Word, Excel), able to learn new features, and confident in devising means by which complex data can be analysed to answer a new question.
10. Persuasiveness, decisiveness, patience and an organized, unflappable, yet flexible approach to working to deadlines under pressure.
11. An ability to solve problems in a timely and flexible manner.

Desirable

1. Experience of costing, pricing, review and/or submission of research proposals, which may be as an applicant or in an administrative role.
2. Experience of writing 'well-argued' text such as project proposals or business cases in a technical domain.
3. Demonstrated experience of diagnosing and rectifying misunderstandings in a patient and constructive manner

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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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 ranked first in the UK for university spin-outs, with more than 130 spin-off 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

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading

Computer Science Departments (ranked first in a number of international rankings). Our Computer Science and Informatics submission to the UK Research Excellence Framework (REF) in December 2021 resulted in 81% of research activity ranked as 4* (world-leading) and the rest ranked as 3* (internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 73 members of academic staff and 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and life sciences. The Department is housed across multiple sites within the University's South Parks Road Science Area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). At present, the Department holds over £50m in external research contracts.

Research in the Department is currently managed in ten themes:

- *Algorithms & Complexity Theory*, led by Professor Leslie Ann Goldberg, focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning*, led by Professor Michael Wooldridge, focuses on theoretical foundations of AI, multiagent systems, deep learning, reinforcement learning, and computational linguistics;
- *Automated Verification*, led by Professor Marta Kwiatkowska, investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics*, led by Professor Blanca Rodriguez, is concerned with computational approaches for biomedical research and healthcare innovation;
- *Human-Centred Computing*, led by Professor Nigel Shadbolt, includes human-computer interaction, social computing, and the worldwide web;
- *Data and Knowledge*, led by Professor Ian Horrocks, includes databases, knowledge representation and reasoning;
- *Programming Languages*, led by Professor Sam Staton, includes functional programming, program analysis, and programming language foundations;
- *Quantum*, led by Professor Jonathan Barrett, focusses on quantum computing including quantum software, causality in quantum theory, quantum cryptography and foundations of quantum computing;
- *Security*, led by Professor Ivan Martinovic, specialises in cybersecurity, protocol analysis, systems security, trusted computing, and networking.
- *Systems*, led by Professor Niki Trigoni, focusses especially on cyber physical systems. We plan to substantially broaden our research in systems to complement our existing research areas.

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

The Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the

highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.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 should explain how you meet 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 departments.

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

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. 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/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, 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+/.

From 1 October 2017, 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

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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 international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: www.internationalstaffwelcome.admin.ox.ac.uk/

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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with 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.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

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/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts.

See www.admin.ox.ac.uk/personnel/staffinfo/benefits