



Job Description

Summary

Job title	Research Facilitator
Division	Mathematical, Physical, and Life Sciences (MPLS)
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford, OX1 3QD
Grade and salary	Grade 7: £39,424 - £47,779 per annum inclusive of Oxford University weighting Potential to under fill at Grade 6: £35,681 - £41,636 p.a. inclusive of Oxford University weighting
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Research Facilitation Manager
Vacancy reference	182559

The role

The Pre-award team furthers the research mission of the Department of Computer Science by facilitating all aspects of research funding activities. It makes best use of the opportunities, considers all resources required and provides support to help secure and deliver on research grants to underpin the vitality of the research activity in the Department.

As part of this team, the Research Facilitators help our Faculty and Researchers turn their ideas into fully articulated and costed research proposals ensuring that the projects are formulated so as to have the maximum chance of success both at the application stage and during delivery. From finding suitable funding opportunities for potential projects and providing informed advice and support on the presentation and submission of the proposal to assessing the fit to departmental strategy and policy, the Research Facilitator has the responsibility for supporting all aspects of securing research funding. As the primary contact for all applicants within their area of responsibility, the post holder must combine an understanding of the principles of research and the nature of the academic culture with a proven level of professional administrative ability. The Research Facilitator will assist the Research Facilitation Manager in developing and implementing processes that support this activity and that enable the team to work most efficiently and effectively.



Flexible Working

This is a hybrid role with a requirement for 3 working days on site. The current requirement, until notified further, is onsite on Tuesdays, Wednesdays and Thursdays.

Responsibilities

Research applications and grants support:

1. Serve as the primary point of contact for applicants (faculty and researchers), and liaison for collaborators, senior management and the central university Research Services during the preparation and submission of grant applications, taking initiative as required to resolve problems to ensure timely submission.
2. Keep up to date with funding opportunities from our major funders and assess them for both relevance to the department and financial implications. Take proactive role in disseminating opportunities in a timely manner.
3. Monitor national and international trends and funder strategies to inform the researchers and the senior management.
4. Work closely with academic staff, individually or by research theme to encourage new ideas for funding proposals and identify suitable funding opportunities for the projects they conceive.
5. Advise applicants on the funder's policy and practice, the preparation and submission process and relevant elements of departmental or university policy.
6. From discussions with an applicant, identify and integrate all the sources of information required to cost, develop and internally assess a project, to ensure all major risks have been identified, which will require liaison with academic and administrative staff within the department, elsewhere in the university and/or further afield.
7. Ensure compliance with requirements such as Trusted Research, Export controls, Ethics aspects working with relevant teams in the department and the university.
8. Be responsible for the complete internal costing for individual projects, liaising with other departments and external collaborators as needed, using Oxford university's research management system ensuring cost recovery of research is aligned with the department policies. Interpret the financial guidelines of funding bodies for each scheme in consultation with Research services and where necessary the funder.
9. Help the applicant with drafting and strengthening the non-technical and non-scientific aspects of the grant proposal; review and give critical feedback on the proposal in light of funder compliance and effectiveness as a funding application; arrange peer reviews as needed for the technical aspects of the proposal so as to maximise the likelihood of success.
10. Advise applicants on, and coordinate practical arrangements for, assessment processes such as responses to reviewers' comments, preparation for interview and panel visits.
11. Identify potential issues needing care after the grant is awarded and work with colleagues in the department and the university to ensure smooth transitions from pre-award to post-award. These may be financial arrangements or wider issues such as research contracts, recruitment, project management or periodic review.

12. Act as a liaison between the department, university research services, collaborators and funders after award notification ensuring that contracts are progressed in a timely manner.
13. Gather information about and assess risk to the department relating to individual research funding contracts.
14. Advise academic and senior professional services staff on implications of individual contract terms and conditions so that they may make informed decisions.
15. Document and maintain internal records of submissions and awards.

Wider Research support:

1. Work with the Research Facilitation Manager, Deputy Head of Department for Research, and other members of the team to maximise the accuracy and effectiveness of systems and processes in the Pre-award team including internal record-keeping and reporting.
2. Attend national research funding events and disseminate the briefings to all relevant members in the Department and the University.
3. Analyse the outcomes and feedback from strategic/major grants such as Programme grants, Fellowships and high-volume funding rounds for specific calls to determine 'lessons learned' and propose strategies to improve success rate for subsequent calls.
4. Draft and deliver funder briefings and Training sessions to Faculty and Early career researchers.
5. Contribute to and maintain the pre-award intranet web pages.
6. Attend Departmental research committee meetings as needed and present agenda items and papers.
7. Support the Research facilitation manager in training new staff members.
8. Contribute knowledge, insight from an understanding of the Department's funding portfolio and the impact of our research and prepare written materials so as to support the Department in showcasing its achievements.
9. 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 spoken and written English, sufficient to draft and edit text for grant proposals and do presentations. Ability to communicate cogently both on paper and orally with attention to detail.
3. Excellent communication and interpersonal skills with proven ability to relate well and win the trust and confidence of both the academic and professional services staff at all levels both internal and external to the University.
4. Evidence of the ability to work independently and to deadlines, using own initiative to support a number of concurrent projects, prioritising complex and competing demands, and of adaptability in the face of new challenges.

5. Persuasiveness, decisiveness, patience and an organized, unflappable, yet flexible approach to working to deadlines under pressure.
6. Evidence of effectiveness in giving critical opinions and constructive feedback to senior colleagues and defending the basis on which they are made.
7. Ability to analyse, interpret, respond effectively and accurately to detailed legal, contractual and other written documentation; and to convey complex information to a non-specialist audience in a reasoned and coherent manner.
8. Understanding of the importance of tact and discretion in dealing with potentially sensitive and confidential matters.
9. Proficiency in the use of MS office and internet resources and ability to learn new systems and features.

Desirable

1. Knowledge of higher education and Research funding environment in UK.
2. Experience of working in a large organization, where it is necessary to liaise with colleagues in various teams to ensure compliance with policy, regulation and risk management.
3. Experience of compliance issues such as Trusted Research and Export controls.
4. Experience of designing and delivering Training events for researchers.
5. Experience with drafting well-articulated business cases and strategy papers.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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 is consistently recognised as the internationally leading centre of research and teaching across a broad spectrum of computer science, ranging from foundational discoveries to interdisciplinary work with significant real-world impact.

We are proud of our history as one of the longest-established computer science departments in the country, as we continue to provide first-rate undergraduate and postgraduate teaching to some of the world's brightest minds. We enjoy close links with other University departments and Oxford research groups and institutes.

Our greatest asset is our people. We consistently attract the best staff and students and, thanks to them, we have been ranked as the world's leading university for computer sciences for seven years in a row by the *Times Higher Education*. We have held an Athena Swan Bronze Award since 2014, reflecting our longstanding commitment to promoting and supporting gender equality.

Find out more information on our website <http://www.cs.ox.ac.uk/>

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 and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work.

For more information about the MPLS division, please visit: www.mpls.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

Please upload all documents as **PDF files** with your name and the document type in the filename.

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

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly hr@cs.ox.ac.uk.

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 online recruitment portal 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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>