Job title	Grants Officer (Pre and Post Award)
Division	Medical Sciences
Department	Primary Care Health Sciences
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6 £29,176 to £34,804 per annum
Hours	Full-time
Contract type	Permanent
Reporting to	Grants Manager
Vacancy reference	

The role

Job description

Overview of the role

The Grants Officer holds a key role in the administrative structure of the Nuffield Department of Primary Care Health Sciences. Reporting to the Grants Manager, the post-holder is responsible for managing grants from costing applications through monitoring live awards to final reporting for a portfolio of research groups, ensuring grants are administered in accordance with funder terms and conditions.

The Grants Officer will be expected to deal confidently with senior academics and a wide range of external funders, and be able to work closely with the Department's Finance, HR and wider administrative team in which there is a culture of shared information and collective responsibility. The post-holder will be expected to keep abreast of developments in University policy and procedure, and to develop and maintain good working relationships with colleagues across the University including in particular in Research Services, Research Accounts and other relevant academic departments.

A good general education and numeracy skills are essential, along with demonstrable experience of finance and/or research grants management and excellent IT skills, including familiarity with Microsoft Office and expertise in Excel.

The post involves contact with a wide variety of people. This is a demanding role, requiring the ability to manage a large number of projects concurrently, and would suit a self-directed individual with good organising and planning skills who enjoys working proactively as part of a team.

The Department is committed to the continuing professional development of its administrative staff and in-house and on-the-job training will be provided as appropriate.

Main Responsibilities

Pre-Award

- Cost new grant applications using the University's X5 costing tool, ensuring costings are in line with the funder call and that PIs have considered all relevant costs.

- Provide information and advice to researchers and academics in areas such as: the concept of full economic costing, cost recovery strategies and pricing; financial regulations and funder terms and conditions; the application approval and submission process and timelines; and guidance on the completion of application forms and online application systems.

- Keep up to date with live funding calls and funder terms and conditions for your research groups, and assist in the ongoing maintenance of centrally held information around funding calls and relevant contacts.

- Liaise with counterparts in other Oxford departments and other HEIs in relation to collaborative applications.

- Check and submit grant applications to the Grants Manager for departmental approval

- Work flexibly with the rest of the grants team to provide seamless cover for pre-award work, sharing responsibility for managing the generic pre-award email inbox and documenting progress on your research groups' applications so they can be picked up by others, and in turn cover for others, in periods of absence or where workload required reallocation of work.

Post-Award

- Manage your research group's live grant portfolios from set-up to close down and reporting, acting as the first point of contact for Principle Investigators, Research Accounts and Research Services, funders, and other relevant parties such as other HEIs and NHS Trusts.

- Systematically monitor expenditure against budget (downloading from and using information held in the Oracle finance system), notifying Principle Investigators, the Grants Manager, and other relevant parties of actual and projected over- and under-spends to ensure most appropriate, full use and maximum benefit of funds.

- Provide Principal Investigators with regular, accurate and detailed monitoring information in an agreed format, meeting with Principal Investigators and other relevant parties where required to advise on the most appropriate and/or necessary course of action.

2

- Manage cost and no-cost extensions, variations to contract and approved virement of funds, creating and updating information in the X5 costing tool as required.

- Ensure expenditure is in line with funder terms and conditions and University policy, checking collaborator reports and invoices, sharing expenditure conditions and codes with the finance team, and journaling and transferring costs in the Oracle finance system as required.

- Throughout the life of awards and when they close carry out the required financial reporting, ensuring expenditure included is up to date, accurate, and appropriate.

- At the end of projects ensure funds are spent up, reallocated, or transferred to the Department as appropriate.

- Work closely with colleagues in the Department's HR team to ensure staff salaries are correctly allocated to grants. Sign off new recruitments and staff contracts extensions in a timely manner, forecasting availability of funds.

- Work flexibly with the rest of the grants team to provide seamless cover for post-award work, sharing responsibility for managing the generic post-award email inbox and keeping accurate and up-to-date records so your work can be picked up by others and in turn cover for others in periods of absence or where workload required reallocation of work.

- Propose adjustments to processes and documents as necessary to ensure efficiency is maintained as reporting and grant management requirements change.

Selection criteria

Candidates will be judged on the basis of the following criteria and should try to ensure that their application shows how they meet the criteria.

Essential

- Educated to at least degree level or equivalent, or with equivalent experience
- Demonstrably excellent administrative and organisational skills
- High level of numeracy and expertise in Excel
- Demonstrable experience of finance and/or research grants management
- Experience of budget setting and monitoring
- Excellent interpersonal skills with an understanding of the needs and priorities of others while adhering to the relevant schedules and budgets
- The ability to communicate clearly and effectively in writing as well as orally
- Accuracy and attention to detail combined with speed of working, dealing with more than one issue at a time, managing shifting priorities and making priority judgements
- Ability to build effective working relationships with staff and contacts of all levels
- A positive attitude and a genuine desire to provide a service to the Department
- Flexible approach and ability to problem-solve
- Ability to handle sensitive materials with respect and discretion

Desirable

- Experience of working in University or other public sector environment
- Knowledge of the scientific environment and the grant funding system
- AAT or other accounting qualification;
- Experience of the Oracle accounts system
- Understanding of Full Economic Costing (FEC) principles
- Experience of X5 research costing software

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

Nuffield Department of Primary Care Health Sciences
The top ranked centre for academic primary care in the UK, we lead world-class research and training to rethink the way healthcare is delivered in general practice and other primary care settings, both across the UK and globally. Integrating evidence and innovation, our main research focus is on the prevention, early diagnosis and management of common illness.

Our research is led by internationally renowned scientists; many of whom are practising GPs, but we also have academics from a range of non-medical disciplines including the social sciences and humanities. We cover the broad range of issues that you might expect to consult your GP about including cardiovascular and metabolic disease, infectious diseases and childhood illness, diet, smoking and alcohol-related issues, and cancer. We also focus on understanding and improving the experiences of patients, using big data, developing digital health interventions and working internationally. We have methodological expertise in clinical decision making and diagnostics, clinical epidemiology, medical statistics, modelling, qualitative research and the wider application of social science theory and methods to address practical and theoretical challenges in health and care settings. We also have a dedicated in-house Primary Care Clinical Trials Unit.

The department was established in October 1998 (as the Department of Primary Health Care) with the appointment of a foundation chair in general practice. We provide a strong multi-disciplinary training environment, a full programme of academic support and good IT

facilities. Our ability to collaborate with other epidemiological and community-based research groups across the University and with local GP surgeries enables us to utilise a broad range of relevant expertise into our teaching and research.

The department has recently developed a new stream of clinical research which seeks to improve the conceptual understanding and use of monitoring in a number of chronic diseases. We have an international reputation for developing research methodologies to ensure that research findings have a positive impact on clinical practice.

We are home to the Oxford Centre for Evidence-Based Medicine; the international Cochrane Tobacco Addiction Group which collates and summarises research evidence from across the world to underpin governmental health policies on smoking; the Interdisciplinary Research in Health Sciences research group (which uses both quantitative and qualitative methods to examine the human, organisational and societal issues relating to the delivery of healthcare and the improvement of health services) and the Health Experiences Research Group (HERG), which undertakes qualitative research into the patient experience including the Healthtalk research programme www.healthtalkonline.org through a close working experience with the charity DIPEx. The Department is a founding member of the National Institute for Health Research (NIHR) School of Primary Care Research, houses both the NIHR Collaboration for Leadership in Applied Health Research and Care Oxford and the NIHR Diagnostic Evidence Cooperative Oxford, and leads 3 Themes of the Oxford BRC.

The Nuffield Department of Primary Care Health Sciences holds a departmental Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

Our staff are mostly located in the superbly renovated Grade II listed Radcliffe Primary Care Building on the Radcliffe Observatory Quarter (ROQ), the most prestigious development site for the University for a generation, and close to the city centre (see http://www.ox.ac.uk/roq/ for more information). Some staff are located nearby in the Gibson Building at the ROQ and some clinical teachers are based at the Old Road Campus.

Car parking is very restricted at both sites with only a small percentage of staff being granted an annual parking permit. Bus Pass, Train Pass, bicycle loans and Season Ticket Loan Schemes are all in operation for staff.

For more information on the department please visit: http://www.phc.ox.ac.uk

Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: http://www.medsci.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.

When prompted, please provide details of two referees and indicate whether we can contact them at this stage.

You are also required to upload a CV and 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.

If you are applying for a research post and you have had periods of working part-time, please indicate this on your CV or in your supporting statement. This will ensure that any outputs such as publications are fairly judged when considered alongside the expected outputs of full-time workers.

Where posts are advertised full-time, we **may** be able to consider part-time working or job share arrangements depending on the requirements of the role. If you want to work part-time and this option is not expressly stated in the advert or job information, please email recruit@phc.ox.ac.uk to enquire whether the role you are applying for might be available on a part-time basis.

All applications must be received by **midday** on the closing date stated in the online advertisement. Late applications will not be considered.

Incomplete applications will not be considered.

Only in exceptional circumstances and with prior agreement can we consider applications submitted via methods other than the on-line recruitment system.

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. **We contact all candidates, whether shortlisted for interview or not, so if you have not heard from us, please check your spam/junk folder and then contact us if you have not received a response.**

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.

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/revisedejra/revaim/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

Form 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/

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at
www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

Support for Research Staff

There is a particularly wide range of support for career development for research staff.
Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members.
Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff.
Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

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