



## Job Description and Selection Criteria

Job title	Research Manager
Division	Social Sciences
Department	Department of Politics and International Relations
Location	Manor Road Building, Oxford, OX1 3UQ
Grade and salary	Grade 8: £43,414 - £51,805 per annum
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Head of Administration & Finance
Vacancy reference	164420
Additional information	Closing date: midday (UK time) on Monday 17 April 2023

### The role

The Research Manager in the Department of Politics & International Relations is a key senior role overseeing the operation of the Department’s Research activity. The Research Manager manages all research funding applications for the Department, as well as overseeing the Department’s post-award research activity and other research activity such as the Department’s research networks. Advising and working closely with the Research Director, the Research Manager will be expected to be involved in developing a research strategy, to develop and implement policies and to oversee support for audits and review, including the Research Excellence Framework (REF) exercise. The Research Manager is supported by the Research Facilitation team, currently comprising two Research Support Officers and a Research Compliance Lead – and occasional project administrators – and will lead the team and line manage individuals within the team.

The Research Manager is expected to be pro-active in implementing the Department’s research strategy, broadening its portfolio and identifying new funding opportunities and to enable academics in DPIR to apply successfully to a wide variety of grants and explore new projects. The Research Manager will also be proactive in providing support for researchers across the Department and deal with HR matters in relation



to research staff, working with the HR team. They will also act as Secretary to the Research Committee and will be expected to provide **regular reports on research** activities to colleagues in the Department, via the General Purposes Committee and other relevant committees and meetings. They will also act as liaison between the Department and sources of expertise in specialist research support (e.g. Business and Policy Engagement) in the Social Sciences Division and the wider University.

The Research Manager will be a member of the Department's Senior Management Team and will work closely with - and on occasion deputise for - the Head of Administration & Finance. The Research Manager will deputise on all Research related activity and may from time to time be asked to deputise across other functional areas or take on Department-wide projects as required.

## Key duties and responsibilities

### 1. Strategy, Management and Planning

- Develop and maintain a knowledge / understanding of research operation, policies and funding and use this knowledge proactively to support the Department in developing its research activity and ensuring its compliance.
- Manage the Department's Research Facilitation office to provide a full, professional and effective service.
- Review, develop and improve systems and procedures to ensure best support.
- Prepare reports and documentation for the Department and the University on the Department's Research activity.
- Represent the Department as required at appropriate Divisional and University committees.
- Help to build a research community within the Department, which may include leading on individual Department-wide projects to improve its community.
- Work with the Research Director, REF Director, Head(s) of Department and Research Committee to develop and implement the department's research strategy.
- Monitor, support and provide oversight of the Department's Research Excellence Framework (REF) return, working closely with colleagues across the University, the REF and Research Directors and other academic staff.
- Have an overview of the operation and support for the whole research cycle.
- Deputise for the Head of Administration & Finance as appropriate on relevant management projects to improve the operations of the Department and ensure the implementation of its strategy.

### 2. Staff Management

- Manage staff within the Research Facilitation Team, including allocating roles, responsibilities and workload; supporting staff training and development; conducting annual Personal Development Review; dealing with inductions and recruitment as necessary; and generally managing personnel matters as they arise.

- Work proactively with the HR team to provide best support to research staff, supporting their professional development and dealing with HR issues which may arise.
- Draft Job Descriptions for research staff, and supporting the HR Team and the Head of Administration & Finance in managing researchers fixed-term contracts.
- Work with the HR Manager to provide training and support for researchers, for example but not exclusively: helping work with PIs to support their training as research leaders and support early career staff in developing their research portfolio.

### 3. Pre-award management

- Pro-actively provide information about available internal and external funding opportunities. This includes ensuring up to date knowledge of funding programmes and funders and providing targeted information to individual researchers and to DPIR's academic staff collectively, as well as taking initiatives to broaden the Department's funding portfolio.
- Pro-actively identify research funding opportunities which will contribute to the Department's income generation.
- Analyse funders and funders' objectives and requirements, communicating these to academic staff in order to increase the potential for making successful bids. This includes researching new funders and funding programmes, providing briefings for staff, contributing to grant application training sessions, representing the Department in meetings with funders, and sharing and disseminating relevant information.
- Provide one-to-one support for academic colleagues (from post-doctoral researchers to senior academic staff) to facilitate the development and coordination of research grant applications. This includes leading the administrative process for submitting grants with support of other members of the research support team, ensuring timely submission, commenting and advising on the substantive content of grant proposals and applications, assisting with the development of applications to ensure the best fit with the requirements of potential funders, suggesting redrafts that will improve chances of success, ensuring peer-review and advising generally on how to craft applications.
- Cost grant applications using the University's X5 costing tool (training is provided); applying principles of Full Economic Costing (FEC), analysing the financial and resource implications of any application, sourcing costings internally and externally, advising on existing cost models and interpreting the financial guidelines of funding bodies for each scheme in consultation with Research Services and, where necessary, the funder.
- Highlight any risks associated with grant applications – financial, contractual, quality concerns – bringing those to the attention of the Research Director, Head(s) of Department and Head of Administration and Finance, and working with them to manage these.
- Ensure timely submission and support coordination for collaborative bids, working with other facilitators across the University to support interdisciplinary collaborations.
- Review all successful award budgets prior to acceptance and liaise with Research Services to set up project awards, and develop and assess - working with the Finance Manager and

Head of Administration & Finance as necessary - all project budgets to highlight any financial or contractual risk.

- Scrutinise terms and conditions of all sponsor awards/agreements, liaising with Research Services where amendments are necessary.
- Provide oversight of the timely submission of award acceptance letters and starting certificates and award progress reports, identifying and effectively handling day-to-day problems and highlighting complex issues and risks to the Research Director, Head of Administration and Finance and the Head of Department.
- Maintain accurate records on grant applications and awards, undertaking analysis of data and trends, and provide regular reports to relevant committees and meetings, e.g. Research Committee, General Purposes Committee (GPC) and Operational Management meetings.

#### 4. Post-award management

- With the support of the Research Compliance Lead, manage all award extensions and award supplements in liaison with the relevant sponsor, Principal Investigator, and informing colleagues as relevant, e.g. the Departmental finance team.
- Supported by the Research Compliance Lead and in collaboration with the Department's finance team, provide oversight of award progress. Assisting with communicating to the Research Director, Head of Administration and Finance, and HODs, as appropriate, concerns about any potential risks associated with research projects including any projects needing additional resource, support, and guidance.
- Oversight of complex post award related queries, liaising as relevant with the Principal Investigator, research staff, Head of Administration & Finance, finance, communications and HR teams and sponsors, as and when required to help resolve these. Helping to manage the expectations of PIs and project teams re post-award support and assisting them in understanding their responsibilities.
- Review, comment on and assist in developing sponsor reports, to ensure that objectives have been achieved and impact noted where relevant and ensure timely submission.
- Provide oversight of the administration of the DPIR Research Networks – currently International Relations, Comparative Government, Political Theory – in collaboration with the research, finance, and communications and teams.

#### 5. Other

- Act as Secretary to Research Committee, including taking responsibility for the preparation of agendas and papers, highlighting items for discussion, and ensuring actions are followed up on.
- Assisting the Research Director with reporting on research related matters to GPC.
- Provide oversight of the ethics clearance process.
- Represent the Department in research-related meetings, sharing and disseminating information as needed.

- Build and maintain positive and effective relationships with sponsors, the University's Research Services, Research Accounts, Divisional contacts, other Research Facilitators across the University and colleagues within DPIR; liaising with colleagues with expertise in areas such as impact, communications, events, knowledge exchange, policy engagement and public engagement.
- Work closely with DPIR communications staff to help maintain the research sections of the Department's website and intranet and other research communications activity as appropriate.
- Deputise as required for the Head of Administration & Finance, taking an active role in the Department's professional services team and Senior Management Team.
- Any other duties commensurate with the grading of the post.

## Selection criteria

### ***Essential selection criteria***

1. High intellectual capability, with a good first degree or equivalent, preferably postgraduate.
2. Professional-level experience of research administration, programme management and academic support within higher education, another public sector or charitable body, industry, or similar organisation.
3. Extensive grant writing and budget development experience, with experience of dealing with different types of research applications and awards including research councils, government funders and private organisations, and working with a wide range of funders and sponsors.
4. Ability to manage a diverse team effectively in a busy work environment, setting and monitoring operational and team objectives, reviewing teams as needed.
5. Excellent interpersonal skills with the ability to work collaboratively and relate well to a wide variety of colleagues at all levels and to gain the trust of academic colleagues in assisting them with formulating their research applications.
6. Excellent written and verbal communication skills, including excellent drafting skills, report writing, and attention to details.
7. Excellent analytical and organisational skills, with a proven ability to handle and prioritise a complex portfolio of responsibilities, demonstrating equally high effectiveness in contributing to strategic thinking and in managing key operational areas. Highly developed IT skills and the ability to use a broad range of computerised systems and data sources to support improved communications, information and data dissemination, and proposal tracking.
8. A thorough understanding of the research funding landscape and the requirements of funders applicable to DPIR, and the ability to identify and develop new funding opportunities with academic colleagues.

### ***Desirable selection criteria***

1. A postgraduate degree in Politics and / or International Relations or other relevant discipline.
2. An understanding of effective impact and dissemination activities.
3. Committed to own professional development, evidenced by, for example, Membership of ARMA and/or other professional bodies.

## 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. 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](http://www.ox.ac.uk/about/organisation).

## Department of Politics and International Relations

The study of politics, government and international relations at Oxford has a long and distinguished history. We are proud to be recognised internationally for our rigorous and valuable research, as educators of leaders and professionals in a wide variety of fields and as trainers of the next generation of teachers and researchers.

The Department of Politics and International Relations at Oxford is one of the largest units for research and teaching in international relations, politics, government and political theory. Our work is directed to advance these disciplines. We create theoretical frameworks for the analysis of new objects of study using advanced research methods and we develop techniques for gathering, handling, processing and analysing data. We achieved top scores in the Research Excellence Framework (REF) 2014, confirming the excellence of our research.

This focus on the future has a deep foundation in the inception of the disciplines of political science, history and philosophy in the UK. The study of government was institutionalised in Oxford in 1912 with the establishment of the Gladstone Chair in Government; the Chichele Chair in Social and Political Theory was established in 1944, and International Relations developed as an autonomous field of study with the establishment of the Montague Burton Chair of International Relations in 1930.

The department is responsible for the syllabus, provision of lectures and for the examination of undergraduate students, who are taught mainly by tutorials organised by college tutors. The MPhil degree now is a terminal degree for a range of students who proceed to further professional training and to careers in public or private organisations. For many students, the MPhil also forms the first two years of a four-year doctoral programme. The MPhil gives students advanced scholarly and theoretically sophisticated substantial study of the subject, together with training in research design and associated methodological analysis and critique, and advanced training in research methods. Alumni of the MPhil and the DPhil have gone on to form a wide network of Oxford-trained academics with positions in university departments and research units worldwide, and have taken up positions of leadership in numerous public and private institutions across the globe.

For more information please visit: [www.politics.ox.ac.uk](http://www.politics.ox.ac.uk)

## Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4\* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality, eleven of our departments have achieved bronze Athena SWAN awards (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender): the Oxford Internet Institute, Global and Area Studies, Sociology, Archaeology, the Blavatnik School of Government, Economics, Education, International Development, Law, Anthropology & Museum Ethnography, and the Saïd Business School; and the School of Geography and the Environment holds an Athena SWAN silver award.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: [www.socsci.ox.ac.uk](http://www.socsci.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.

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## 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).

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## 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

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> 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, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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](http://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 website 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 dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including 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 <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### 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 <https://edu.admin.ox.ac.uk/networks>

### 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 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](http://www.newcomers.ox.ac.uk).