



## Job Description and Selection Criteria

<b>Job title</b>	Project Administrator
<b>Division</b>	Social Sciences
<b>Department</b>	Department of Politics and International Relations
<b>Location</b>	Manor Road Building, Manor Road, Oxford, OX1 3UQ
<b>Grade and salary</b>	Grade 6: £32,332 - £38,205 per annum with a discretionary range to £41,732
<b>Hours</b>	Part-time 0.6 FTE (22.50 hours a week); the post has potential to become full-time, subject to external funding availability
<b>Contract type</b>	Fixed-term for 3 years; extensions are subject to external funding availability
<b>Reporting to</b>	Research Compliance Lead
<b>Vacancy reference</b>	167289
<b>Additional information</b>	Closing date: midday (UK time) on Wednesday 30 August 2023 Interviews are expected to be held w/c 18th September 2023

## The role

The Research Facilitation Team within the Department of Politics and International Relations is seeking a well-organised and experienced individual to join the team on a part-time basis (3 days a week) for 3 years in the first instance. This role will be essential in the department's research strategy to provide business continuity and consistent research support to its academic and research staff.

The Research Facilitation Team is part of the Professional Services Team of a large and busy teaching and research department in the Social Sciences Division. The team has grown in recent years to support the increased levels of pre- and post-award activities as well as to adequately manage the increased complexity of funder requirements.

As Project Administrator you will work closely with Principal Investigators and under the line management of the Research Compliance Lead to support the post-award administration of a subset portfolio of the department's externally-funded research projects. Subject to external funding availability, the post may become full-time and / or be extended.



## Responsibilities

### Project administration:

- To assist the Principal Investigators in the daily administration of the project and to provide team members, and external stakeholders with administrative support as appropriate.
- To oversee project timelines, including ensuring adherence to relevant deadlines for milestones and project outputs.
- To ensure the sponsor reporting requirements are properly fulfilled, liaising with relevant grant bodies as necessary. This includes scrupulous record keeping (for example, timesheets), as well as involvement in preparing financial and narrative reports to meet sponsor deadlines and budgetary restrictions.
- To support the Principal Investigators in preparing detailed budgets and providing financial forecasts, and to monitor the financial information required.
- To assist the Principal Investigators with raising and receipting purchase orders, including booking travel.
- To adhere to, and deal with relevant processes relating to ethics for the project.
- To work closely with the Research Facilitation Team, Finance Team, and HR Team to ensure post-award support for the projects is joined up within the department's professional services team and follows the University policies, processes and procedures.
- To coordinate with the HR Team the recruitment of postdoctoral researchers and casual staff employed on the research projects.
- To coordinate the negotiation and signature of any research collaboration agreements and service / consultancy agreements linked to the research projects.
- File management in accordance with GDPR rules and regulations.
- Setting up and managing the project's SharePoint site and / or website.
- To assist the Principal Investigator in ensuring that all publications and data derived from the research projects are made Open Access in accordance with the grant conditions.
- To support with events organisation and communications.

### Other duties

- To assist the Research Facilitation Team in the preparation of grant applications, awards set-up and amendments, financial management and reporting to sponsors.
- Research network & committee support: to act as secretary and help coordinate gathered fields and events for the department's research networks and colloquia.
- To assist the Research Compliance Lead in managing gathered fields for the DPIR internal Research Support fund.
- To support with website maintenance.
- To contribute to the provision of an outstanding service to the department's academic and research staff.

## Selection criteria

Candidates will be judged on the basis of the following criteria and should ensure that their covering letter either shows how they meet the criteria or demonstrates their potential to meet the criteria.

### Essential selection criteria

- Undergraduate degree or equivalent professional experience.
- Experience of supporting research projects or comparable activity.
- Excellent administrative and organisational skills, flexibility, initiative and a willingness to accept responsibility and work independently.
- Excellent communication (verbal and written) and interpersonal skills to deal with a wide range of people at all levels within and outside of the University, in a positive and professional manner, and to provide accurate and coherent information when required.
- Demonstrable ability to analyse, interpret and present detailed data (numerical and text), working with accuracy and attention to detail.
- Ability to use initiative to deal proactively with a range of tasks, and to plan and prioritise work so as to meet fixed deadlines whilst maintaining accuracy; enthusiasm and preparedness to work under pressure.
- Experience of financial management including preparing and monitoring budgets
- Excellent IT literacy: evidence of competence with MS Office, particularly Excel, Word and email and the ability to learn new applications.
- Evidence of tact and discretion in dealing with confidential or sensitive matters.

### Desirable selection criteria

- Experience of working within the University or another higher education institution.
- Experience of servicing committees and supporting associated meetings.
- Experience of writing content for websites and of using web editors to upload and edit content.

The job description is not intended to be definitive; the exact nature of the work may vary from time to time in accordance with changes in workload and the needs of the projects, and you will be expected to work flexibly and respond positively to changing needs.

## 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).