



Job Description

Job title	Research Compliance Lead
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 7: £36,024 - £44,263 per annum, pro rata
Hours	Full time (37.5 hours per week); part-time hours will be considered (no less than 0.8 fte).
Contract type	Fixed-term for 6 months
Reporting to	Research Manager
Vacancy reference	169861
Additional information	Closing date: midday (UK time) on Monday 15 January 2024 The position would be suitable as a secondment opportunity

The role

The Research Compliance Lead is a member of the Research Support Team within the Department of Politics & International Relations (DPIR), reporting to the Research Manager and working closely with the Finance team and Project Administrators to oversee research compliance of the wide range of research activities within the Department. Research is a key element of our department's work, and we offer a proactive range of support from helping secure funding for research to managing grants and supporting research staff.

The main areas of focus for this role are:

- Promoting a culture of compliance, research integrity, and high-quality research within the Department.
- Contribute to the provision of an outstanding service to our PIs and research staff.
- Working closely with Principal Investigators (PIs) to ensure funded research projects meet all legal, financial, and ethical obligations and that sponsor terms and conditions are adhered to.
- Proactively support the Research Manager and Finance Manager to develop and maintain efficient and effective systems and processes for managing the Department's research portfolio.



- Coordinating across administrative teams to ensure joined-up post-award support for research projects.
- Overseeing administrative support for DPIR's internal research support fund.

Responsibilities

Post-award administration

- Develop a comprehensive knowledge of external funder requirements, financial procedures, and key post-award policies particularly in relation to ERC and Horizon Europe funding.
- Keep an up-to-date knowledge of University and Divisional directives, rules and procedures relating to post-award management.
- Provide bespoke advice to PIs, research staff, and administrative staff on external funder requirements particularly regarding grant compliance and grant terms and conditions.
- Ensure that main terms, conditions, and responsibilities are communicated to PIs and other key personnel.
- Ensure awards and contracts are appropriately and effectively managed throughout their lifecycle and that all Departmental legal, financial and ethical obligations are adhered to.
- Develop and maintain effective systems and processes for managing the Department's research portfolio and monitoring grant compliance including tracking of reporting dates and milestones, tracking the completion of timesheets by staff working on EC awards, raising significant issues with the Research Manager and Finance Manager, and coordination of post-award administrative support.
- Coordinating the process of funder reporting: assist the PIs, Research Support team, Finance team and Central staff with collating information for, and production of, financial and scientific funder reporting.
- Assist the finance team, when required, in producing any financial reports requested by the PI or research support team throughout the life cycle of a project.
- Arrange regular meetings with PIs to discuss progression of projects ensuring that key deliverables are being met within time and budget.
- Assist the Research Manager and Finance Manager to identify any 'at risk' projects and help to proactively support these projects.
- Compile status reports on the Department's research portfolio for the Research Manager, Finance Manager, and Research Committee, flagging up significant issues and trends.
- Ensure accurate record keeping for project audits including maintaining the Research Support Team's project folders. Prepare and collate documentation for project audits.
- Act as the first point of contact in the Department on EC audits and liaise with project auditors.
- Manage award extension requests and liaise with staff in the University Research Services and Research Accounts as required.

Other Duties

- Line manage the project administrator
- Responsible for the maintenance of records of publications data and grant information including Open Access compliance, updating Symplectic with current grant information, managing annual UKRI Research Fish returns, liaising with PIs and academics as required.
- Oversee administrative support for DPIR's internal research support fund or new internal funding initiatives.
- Working with the Research Support and Finance teams, ensure PIs, research staff and project personnel receive adequate training to manage and support research projects.

- Liaise with the Departmental Ethics Research Committee (DREC) secretary to ensure ethics applications for funded research grants are processed in a timely manner and that any key ethical considerations are understood by DREC members.
- Liaise with the Communications team to ensure that project information is kept up to date on DPIR's website. Ensure that any post-award information on the intranet is maintained and updated.
- Establish excellent working relationships and effective communication with:
 - Members of the administrative team in particularly the Finance Team and Project Administrators
 - Divisional Research, Impact, Engagement support team
 - University Research Services and Research Accounts teams
 - External organizations and funders

Undertake any other duties that may fall within the remit of this role, as appropriate with the grade and directed by the Research Manager or Head of Administration & Finance

Selection criteria

Essential

- Educated to degree level or with equivalent professional experience.
- Experience of complex research grant administration within higher education or a comparable environment.
- Knowledge and understanding of some funding requirements along with the willingness and ability to learn and keep up to date with a wide range of funders terms and conditions.
- Experience of financial administration on research grants, and the ability to interpret and assess financial reports and information.
- Experience of EC/Horizon project rules and administration
- Experience of effectively interpreting and explaining complex guidance, regulatory procedures, policy documents to non-specialist audience.
- Excellent attention to detail, with a proven ability to work independently and accurately with detailed narrative, numerical, and financial data.
- Excellent interpersonal and communication skills, the ability to build trust and good relationships, and the ability to work well with diverse stakeholders in different cultural contexts.
- Proven experience of supervision and of working in a team, with the ability to liaise and work effectively with a wide range of colleagues.
- A high degree of computer literacy and proficiency in the use of computer software; including excellence in Excel, with the ability to become proficient in new software packages.
- Ability to work flexibly and to use judgement and initiative to deal proactively with a range of tasks and to prioritise competing demands, projects, and tasks.
- Proven ability to work under pressure and to meet tight deadlines.
- Committed to own professional development, demonstrated by membership to professional organisations or equivalent

Desirable

- Experience of line-management

Pre-employment screening

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.

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:

vacancies@politics.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**, which with effect from 1 October 2023 will be 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, 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 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.