

Job Description



Summary

Job title	Research Facilitator
Division	Humanities Division
Department	Faculty of History
Location	Faculty of History, George Street
Grade and salary	Grade 7: £36,024 - £44,263 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Administration and Finance, Faculty of History
Vacancy reference	169766
Application deadline	Midday on Friday 12 th January 2024

The role

As the History Faculty's first point of contact for all external research funding applications, you will provide one-to-one support for academic colleagues (from post-doctoral researchers to senior academic staff); work with Faculty Officers on appropriate funding strategies and report on current research funding activities; liaise with the University's Research Services and research funding bodies to ensure all appropriate procedures are followed; and work with other facilitators across the Humanities Division and beyond to support interdisciplinary collaborations. As such, you will play a central role in maintaining and enhancing the research culture of the Faculty.

The Research Facilitator is responsible for managing the application process from initial investigation through to successful award, and liaising with the Faculty's Finance Manager over post-award management. The History Faculty has a strong track record of success in obtaining external research grants from major sponsors including: the European Research Council, Research Councils UK, the British Academy, the Leverhulme Trust, the Mellon Foundation, and the Wellcome Trust. Research excellence is at the heart of the Faculty, and the Research Facilitator plays a critical role in supporting the Faculty's continued commitment to research.

The post-holder will report to the Head of Administration and Finance and will be responsible for line-managing a Research Support Assistant. The post-holder will also be a member of the Humanities Division Research Facilitation Team. Full training will be provided, and you will be joining a friendly and supportive team, where team members are happy to share ideas and work together.



Responsibilities

1. *To facilitate the preparation of external research funding applications, working closely with:*
 - a. *the applicant to advise on suitable sources of funding; to assess and develop the structure and content of the bid, to give informed expert advice and feedback on draft cases for support and responses to peer-review reports, to interpret funders' guidance; to check and explain to the applicant eligibility and submission criteria; to encourage the progression of the application to ensure its timely submission; where relevant, to confirm that the University's research ethics procedures have been initiated;*
 - b. *the Division, faculty and (where relevant) college to discuss and advise on the resource implications of an application, especially space; to ensure all eligible internal faculty costs are included in the application; to confirm all parties understand their commitment in the event of an award; to inform or advise on any divisional guidance or policy relating to applications;*
 - c. *Research Services to ensure that each application is completed and submitted to the funder by its deadline; that all audit requirements are met; the application complies with the funders' terms and conditions.*
 - d. *other facilitators and services to build stronger internal links, facilitating the sharing of information and best practice; a to foster interdisciplinary applications; to ensure that appropriate internal project support is identified where it exists within the university.*
 - e. *other institutions and collaborators in the UK and overseas to provide correct and timely information when another institution is leading, and to collect this information from other institutions when Oxford is the lead, ensuring that Oxford's research governance and administrative requirements are taken into account, including authorisation by Research Services.*
2. *Costing and financial analysis*
 - a. *cost applications for internal and external funding using the University's X5 costing software (training is provided); ensuring appropriate cost recovery of research under Full Economic Costing FEC;*
 - b. *advise 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.*
 - c. *analyse the financial and resource implications of any application, providing the faculty with an internal analysis of the FEC versus price and highlighting any risks inherent in the project.*
3. *To line-manage the Research Support Assistant including setting objectives, delegating tasks and conducting annual Professional Development Reviews*
4. *To facilitate the transition of awarded grants from pre-award to post-award, working with the Finance Manager and project administrators to develop and maintain systems to monitor the progress of successful projects, including a timeline of key dates to ensure external reporting requirements are met.*
5. *To facilitate the transfer of research awards to Oxford.*
6. *To assist the Humanities Research Facilitation team with large, cross-disciplinary projects, funding calls or awards.*
7. *To work in collaboration with the Faculty's Research Director to enhance the research culture of the faculty, notably by developing networks among faculty members by:*
 - a. *identifying and following up new funding opportunities appropriate to faculty strategy, priorities and individuals' profiles;*

- b. *maintaining electronic research filing systems and contributing content to the website and SharePoint site as required;*
 - c. *raising the profile of research funding and initiating research events within the Faculty*
- 8. *To act as Secretary to the Faculty Board's Research Committee, and provide regular reports to the Committee and other relevant bodies as required. This will involve ensuring appropriate actions are taken in relation to key strategic initiatives and working in close liaison with the Research Director*
- 9. *To report to the Research Director, Head of Administration and Finance and Head of Research Facilitation on research funding activity, making as necessary observations about current performance and future strategies, suggestions for further means to increase future research funding-related activity.*
- 10. *To undertake professional development training as part of the Humanities Research Facilitation Team and/or as a member of the Faculty of History administrative staff.*
- 11. *To attend Humanities Research Facilitation Team meetings*
- 12. *To contribute actively to the University's Research and Innovation Support Network; to attend occasionally national research funding events, and to report on any implications for Oxford University and/or the Division.*
- 13. *To organise and present faculty, divisional, or cross-divisional training or briefing events and to contribute to faculty away days or similar events.*
- 14. *To maintain, with the assistance of the Research Support Assistant*
 - a. *applications and award databases and files, ensuring that information relating to applications is accurately recorded;*
 - b. *contact lists for those interested in future research funding competitions or in briefings or other events;*
 - c. *a knowledge bank of past applications to be used by future applicants, subject to permission of the applicant;*
 - d. *briefing notes for applicants on all major research funding schemes.*
- 15. *To be proactive in noting and acting on funders' or reviewers' feedback, in particular ensuring that relevant advice is disseminated both within the team and to future applicants.*
- 16. *To foster good relations with funders, including facilitating and encouraging occasional advisory visits to the University, communicating with key personnel, contributing to feedback on policy changes, and ensuring that other members of the research team are briefed about outcomes.*
- 17. *Any other tasks commensurate with the role and which may be reasonably required.*

Selection criteria

Essential selection criteria

The person appointed must possess or demonstrate the following qualities, characteristics or experience:

Essential

1. *High intellectual quality, educated to degree level;*

2. *A good knowledge and understanding of research funding in a humanities context, especially research funding mechanisms, policy and funding priorities.*
3. *Experience of developing grant applications in the Higher Education or charitable;*
4. *Ability to communicate cogently both on paper and orally, including excellent drafting skills, and attention to detail;*
5. *Excellent communication and interpersonal skills with the proven ability to relate well to staff at all levels and evidence of the ability to gain the trust of academic staff in assisting them with formulating their research applications;*
6. *Highly numerate with proven experience of working, monitoring and manipulating complex figures within a financial or research environment;*
7. *Proven ability to assimilate and summarise complex information and statistical data so as to identify trends and issues which may have a broad impact;*
8. *Evidence of working independently and to deadlines, using own initiative, prioritising complex and competing demands, and of adaptability in the face of new challenges;*
9. *Experience of supervising and directing the work of others;*
10. *Understanding and experience of research and administrative duties within higher education, other public sector or charitable bodies, industry, or similar;*
11. *High level of proficiency in the use of MS Office, especially Word and Excel, and internet resources .*
12. *Ability to work as a member of a small team [Evidence: Application letter, CV, and interview].*

Desirable selection criteria

1. *Qualified to doctoral level, or with equivalent experience, in a humanities, social science or cognate discipline;*

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.

Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres.

The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

More information about the Faculty can be found at: www.history.ox.ac.uk.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the Stephen A. Schwarzman Centre for the Humanities. The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study.

For more information please visit: www.humanities.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 (**please note that reference letters will only be requested for the preferred candidate**).

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 to the HR Team at recruitments@history.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, 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 dependants. 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.