



Kellogg College
University of Oxford



Job Description

Summary

Job title	Centre Administrator
Division	Kellogg College
Department	Global Centre of Healthcare and Urbanisation
Location	<i>Kellogg College, Banbury Road, Oxford, OX2 6PN</i>
Grade and salary	Grade 6: £35,681 - £46,136 per annum, pro rata for part time appointments
Hours	Part time (30 hours / 80% FTE)
Contract type	Fixed-term until 31 st August 2026
Reporting to	Director of Research
Vacancy reference	182062
Additional information	<i>This vacancy is for internal applicants only, secondments considered</i>

The role

Under the day-to-day direction of the Director of Research, Dr Juliet Carpenter, and the Centre Co-Directors, Professor Carl Heneghan and Dr David Howard, you will be responsible for research facilitation (pre- and post-award), and general administration of the Centre. You will work closely with the Director of Research and the two Co-Directors in pursuing the aims of the Centre, and with Kellogg College's Finance Bursar, on operational matters.

You will work with the Co-Directors, Research Fellows, and associates of the Centre, and be responsive to their research requirements. You will be in regular contact with administrative staff in Kellogg College and the University, and have dealings with outside supporters and benefactors. You will liaise frequently with research associates, funding bodies, Visiting Fellows, invited speakers, and other guests. Regular points of contact within the College will be the Finance Bursar, the Finance Office, and the College Administrator, and you will be an important member of the wider administrative team.

You will take a positive and dynamic approach to the position and will take such initiatives as may be necessary to ensure the smooth and efficient running of the Centre, and to establish and promote a collegiate atmosphere among its members.

Responsibilities

Management of research awards and donations, including:

- Assisting academic and research staff with research grant applications – preparing costings and liaising with funding bodies and with College and University colleagues.



- Administering research awards, including financial management: monitoring expenditure, maintaining project records, and monitoring the administrative requirements of the project. This will include liaison with College and the University finance, personnel, research support, and development staff.
- Keeping up to date with the University's policies and requirements, the Colleges' administrative procedures, and funding award deadlines.
- Managing donations and liaising with benefactors and the University and College Development Offices.

Resource management, including:

- The Centre's finances form part of the College's consolidated budget, and as such Kellogg has ultimate responsibility for setting and approving budgets. You will provide important financial detail and other information to inform both annual budget setting and quarterly forecasting, working closely with the Finance Office. You will maintain an overview of the Centre's finances and will manage expenditure within agreed budgets on a day-to-day basis.
- In consultation with the College's Finance Office, preparing annual and longer-term financial estimates, carrying out financial planning and forecasting, controlling finances.
- Providing timely advice and accurate management information to the Centre Co-Directors on a range of finance and resource issues.
- Managing general ledger expenditure within agreed budgets, including vetting and approval of requisitions, payments, and expense claims.
- Raising sales invoices as required, and monitoring income compared to forecasts.
- Maintaining an overview of general ledger income and expenditure compared to budget with a view to managing variances. This will include running reports from the Oracle accounting system and interpreting the data.
- Assisting colleagues with the organisation of teaching, if required.

Human resources, including:

- Liaising with the College Administrator over new posts and contract amendments.
- Managing processes supporting the recruitment and selection of the Centre's contract research staff, and administrative staff as requested.
- Liaising with the College Administrator on non-project personnel issues and HR processes to facilitate College oversight and ensure compliance with College and University HR policies and procedures.
- Ensuring the efficient integration of Visiting Fellows and research associates during the period of their research at the Centre. This includes close liaison with the College Administrator over visitor visas and audit checks.
- Providing timely and accurate advice to Centre employees and managers on HR matters, liaising with the College Administrator and University HR to ensure up to date information is being shared and to escalate when appropriate.

Committees

- Providing full secretarial support to the GCHU Board Meetings, which reports to the College's Governing Body and other appropriate Committees. This includes assisting the Chair with the preparation of papers, preparing, and circulating agendas and papers, taking, and circulating minutes, and ensuring that decisions are implemented.
- Member of appropriate University, College and external networks and groups for the sharing of information and practice

Website, communications, and events

- Overseeing the maintenance and updating of the Centre's website. This includes liaising with the College's Communications Office, in consultation with the Co-Directors.
- Assisting with the management of the Centre's social media presence.
- Co-ordinating and contributing to the Centre's blog.
- Maintaining and updating the Centre's SharePoint site.

- Assisting the Co-Directors with fundraising activities, and the production of communications aimed at establishing and maintaining relations with existing and potential benefactors.
- Taking responsibility for the organisation, publicity and efficient running of the Centre's seminars, conferences, and other events.
- Providing administrative support to academic staff in the organisation of research events, including setting budgets.

Office management

General responsibility for all office management and housekeeping aspects of the Centre. This includes:

- Organising space and the allocation of offices and desk space to Fellows, students, and visitors, in consultation with the Co-Directors, Director of Research and the College's Facilities and Domestic Bursary Teams.
- Arranging access to suitable computer, telephone, photocopying, and other facilities for all members of the Centre.
- Liaising with the College's Facilities Management and Events Office and attending relevant meetings.
- Serving as the Centre's Health and Safety Officer.

Other

- Such other duties as may be required from time to time by the Co-Directors, Director of Research or the Finance Bursar.
- You will work collaboratively with colleagues in the Centre, College, and University.
- You will keep all areas of administration under review, identifying areas for improvement and making amendments as appropriate.

Selection criteria

Essential selection criteria

- relevant work experience at a similar level or in the area of research support and facilitation, donations, or other grant funding;
- the capacity to assimilate and communicate complex information and policies, relating to finances and personnel matters.
- numerate, with experience of managing budgets and advising colleagues on financial matters.
- the ability to manage a wide variety of tasks, to work effectively under pressure, prioritise workload and meet multiple deadlines.
- the ability to use initiative and to be proactive in solving problems, either by undertaking research or through consultation with colleagues.
- strong IT skills, including word processing, spreadsheets and social media management.
- sound judgement, with the tact and discretion to deal with sensitive and confidential information.
- a proven ability to communicate well at all levels on the telephone, in writing and in person, and to deal confidently and appropriately with academic and non-academic staff at all levels and with a wide range of people external to the University.

Desirable selection criteria

- have an appropriate degree or equivalent professional qualification.
- experience of personnel and resource management.

- training and use of Oracle and X5 or similar, and/or familiarity with funder on-line application systems.
- experience of graphic design and web design.
- evidence of effective organisational and planning skills

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.

Kellogg College

The President and fellows of Kellogg are committed to supporting the lifelong learning work of the University and expanding opportunities for students across all learning modes, including full-time, part-time, online, and professional development pathways. Kellogg is Oxford University's most internationally diverse College and currently comprises the President, 307 Fellows, 40 Common Room Members, 68 Research Members of Common Room, and more than 1,430 Master's and Doctoral students (over 1,100 part-time and over 330 full-time).

The College is located on the Norham Manor site in North Oxford, a short distance from the city centre. Kellogg is dedicated to fostering a welcoming and supportive community that actively celebrates diversity, promotes equity, and encourages excellence in all its activities. We are committed to creating an inclusive environment where individuals of all backgrounds, identities, and experiences can thrive and contribute meaningfully.

The College maintains its sense of community through an inclusive calendar of events and expanding student accommodation that considers diverse needs. Kellogg is a dynamic, growing, and egalitarian College where each member—students, staff, and fellows—has the opportunity to contribute to and shape our collective future and evolving traditions.

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.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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 at vacancies@

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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>