

Research Community Coordinator

Accountable to: Director of Academic Environment

Duration: One year from the date of appointment

Role allowance: £2,000 per annum (£1000 each for 2 people)

Plus up to £500 per person for professional and career development

Available: To start as soon as possible

Role Description

The Research Community Coordinator will be responsible for developing an integrated, engaged community of fixed-term research staff within the Department of Computer Science, facilitating connections across research groups and acting as a point of contact for researchers to raise feedback, suggestions, and concerns, including in relation to career development opportunities.

The role holder will contribute to departmental efforts to implement the University's Concordat to Support Career Development of Researchers: Action Plan 2022-2025, with its three overarching goals of creating a research environment that is supportive, inclusive, and equitable; recognising and valuing the diverse contributions of researchers; and supporting researchers to achieve a range of career goals (see <https://www.ox.ac.uk/research/support-researchers/researcher-hub/researcher-development-concordat> for more information).

The key responsibilities of this post will be to:

- Encourage and lead on opportunities to develop departmental networks and regular social events for research staff
- Act as a point of contact for research staff to raise suggestions, feedback or concerns, escalating these to the Director of Academic Environment, the HR Manager, or the Equality and Diversity Committee as appropriate
- Identify areas for improvement with regard to the application of equality and diversity within the research staff community, including through consultation with research staff, and suggest potential actions for addressing these
- Promote a culture of supporting and developing the careers of fixed-term researchers, with specific considerations for how to optimise this for under-represented groups within the department.
- Act as a representative for research staff on the department's Equality and Diversity Committee
- Collaborate with the University's Researcher Hub (<https://www.ox.ac.uk/research/support-researchers/researcher-hub>), promoting its activities and resources to researchers and acting as a Research Staff representative for the department (see

<https://www.ox.ac.uk/research/support-researchers/researcher-hub/research-staff-representatives> for more information)

- Facilitate collaboration between the Oxford Women in Computer Science society (OxWoCS, <https://www.oxwoocs.com/>) and women and non-binary research staff within the department, and promote the Oxford Research Staff Society to staff (see <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society> for more information)
- Work with the HR Manager to identify and recommend potential training for research staff and PIs to undertake to enhance the employment experience for researchers within the department
- Promote and encourage completion of annual Career Development Reviews for research staff, identifying opportunities to improve the process
- Promote awareness and use of the MPLS policy entitling research staff to a minimum of ten days per annum for their professional development and training (see <https://www.mpls.ox.ac.uk/training/resources-for-researcher-and-career-development/for-research-staff-resources-to-support-your-work-and-your-career-development/your-career-development-and-making-the-most-of-your-time-at-oxford/mpls-division-research-staff-training-and-development-policy> for more information)
- Undertake relevant equality and diversity training, such as the divisional ED&I training programme, for example in areas such as supporting neurodivergent staff and anti-racist allyship (see <https://www.mpls.ox.ac.uk/equality-diversity-and-inclusion-in-mpls/mpls-ed-i-training-programme> for more information)
- Take an active interest in developments relating to researcher development within the University, ensuring that these are integrated into the department where appropriate

For this role, the post holder will require:

- A genuine commitment and demonstrable evidence of supporting engagement, integration and career development of research staff
- Demonstrable commitment to improving equality and diversity, particularly as it relates to under-represented groups of staff
- The ability to engage and influence colleagues to engage in activities which support equality and diversity work, and an inclusive research culture within the department
- Willingness to develop knowledge and understanding of equality and diversity issues
- Ability to represent the department at divisional level
- An interest in, and willingness to organise, social activities to promote a sense of community among research staff