



Job Description



Centre for Tropical Medicine and Global Health

Job title	Impact and Methodology Research Manager
Division	Medical Sciences
Department	Centre for Tropical Medicine and Global Health
Location	NDM Research Building, Old Road Campus, Oxford
Grade and salary	Grade 8: £39,324 - £46,924 per annum
Hours	Full time
Contract type	Fixed-term (3 years in first instance)
Reporting to	<i>Head, The Global Health Network</i>
Vacancy reference	125738

The role

The Global Health Network

The Global Health Network (www.theglobalhealthnetwork.org) is a collection of online research communities located together on a shared digital hub. Each research community focuses on a specific therapeutic area (i.e. respiratory disease, reproductive health or oncology), type of research (i.e. diagnostics or microbiology), or are cross cutting research support communities (i.e. clinical trials and research ethics). These communities are built and led by researchers from these fields because there is a need for a space online where scientists can access each other to share knowledge, methods and tools as well as to build collaborations and work on joint activities. Each website has been initiated by a group of researchers. Each website contains a range of functionalities, including workspaces, forums, document sharing, resources and networking facilities. The Global Health Network is overseen by an expert committee, and workshops across the world are regularly organised. The aim of The Global Health Network is to support research by the sharing of methods. It is an exciting and dynamic initiative that is funded by The Bill and Melinda Gates Foundation that is setting out to change the paradigm of research in the world's poorest regions.

Responsibilities

Overview of the role

The Impact and Methodology Research Manager will be responsible for providing design, implementation and coordination for all the research methodology work within the group, as well as any of the research studies that the network collaborates on. This includes the development, implementation and reporting of the key impact of the network on research capacity in LMICs. In situations of disease outbreaks and emergence of new epidemics, it is very difficult to set up research studies in time to be use. Resource constrained settings also create particular





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challenges of preparedness and capacity, as well as opportunities for pragmatic designs and approaches. You will facilitate and conduct research projects that explore these concepts and wider related questions around how to enable improved clinical research in resource constrained settings. This role will work closely with the operational team and regional partners, who you will closely collaborate with.

This role includes developing and implementing study policies and procedures, and supporting the clinical research site to set up and maintain all study and regulatory procedures and files for studies on which we collaborate. You will be required to coordinate methodology research and data collection activities across the network. You will also be planning and conduct your own research within this area. These activities will involve the curation and maintenance of material on the Global Health Methodology community on the network.

The post holder will also need to undertake any reasonable duties appropriate to the role and grade that may be assigned by the Head of the Network in order to support the ongoing functioning of The Global Health Network. Initially this would include, at least, providing support to the Global Health Methodology community, the SiteFinder community, and updating and maintaining the Process Map.

This is an exciting new role that offers a strong opportunity for career development and progression for a dynamic and self-starting post-doc with the appropriate skill set and experience. We would support this person in applying for further grants and developing this role in their own direction. This area of obtaining evidence about research capacity and clinical research methodology is an establish and acknowledged gap and therefore this presents a great basis for becoming a leader in this area and making an important contribution to supporting and enabling developing countries engage fully in Global Health Research and improving public health.

Responsibilities/duties

Take responsibility for leading on all trial management activities including:

- Develop, implement and monitor an impact assessment data collection and reporting system
- Working with the operational team to design, integrate and implement data capture mechanisms across the Global Health Network
- Analyse the impact assessment and gap analysis data on the network to produce reports, conference presentations and manuscripts for publication
- Coordinate the Global Health Methodology area on the network
- Plan, design and conduct methodology studies to address how to improve and better support the design and operation of clinical research in low-resource settings
- Assist the operational team in identifying potential funding opportunities and submitting funding applications.
- Develop methodology trial study tools to support data quality, protocol compliance and efficiency in clinical trial procedures, including (but not limited to) standard operating procedures, data management plan, monitoring plan, laboratory manual, logistics plan, tracking forms and schedules





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- Represent the Study and the group at national and international meetings and conferences
- Undertake any other reasonable duties appropriate to the role and grade that may be assigned by the Head in order to support to the functioning of The Global Health Network as required as a key member of the operational team.

Selection criteria

- A PhD or relevant experience in a relevant research methods; in particular quantitative methods to assess impact, uptake and perception.
- In-depth understanding of clinical or laboratory research, or global health
- Experience of both quantitative and qualitative research methods and data
- Broad research skills and interest in applying varied methodologies
- An interest in developing research capacity in developing countries
- Proven leadership ability within a multi-disciplinary team
- Excellent range of IT skills (including MS Word, Excel, Access and Project)
- Ability to prioritise and manage own and others workloads
- Excellent problem solving skills
- Exceptional communication skills, both written and verbal
- Proven ability in scientific writing
- Willingness to travel

Desirable selection criteria

- Experience of clinical research in developing countries
- Experience of managing research programmes
- Experience of another relevant discipline such as social science, management science, or clinical trials methodology research
- Experience of submitting research proposals for ethical and scientific review
- Experience in coordinating clinical studies in varied locations, especially developing country settings

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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.





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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. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. 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

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

For more information please visit: <http://www.ndm.ox.ac.uk/home>



.....fostering your career in science.

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that





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promote gender equality in SET and create a better working environment for both men and women.



For more information please visit: www.ndm.ox.ac.uk/athena-swan

Tropical Medicine and Global Health

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford. Our research ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

The Centre's annual turnover is in excess of £48m per annum with over 100 externally funded research grants and donations.

For more information please visit: <http://www.tropicalmedicine.ox.ac.uk/home>

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet 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).





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Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** 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 departments.

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)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.





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For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

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.





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Benefits of working at the University

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff (or those relocating from another part of the UK)

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.





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BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.

