

## Job description and selection criteria

<b>Job title</b>	Finance & Project Manager - Malaria Vaccine Programme
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine (NDM)
<b>Location</b>	Nuffield Department of Medicine, Old Road Campus Research Building, Headington, Oxford, OX3 7DQ
<b>Grade and salary</b>	Grade 7: £31,076-£38,183 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term – 3 years in the first instance
<b>Reporting to</b>	Dr Rebecca Ashfield
<b>Vacancy reference</b>	126103

### The role

We are seeking to appoint a Finance & Project Manager to support Prof Adrian Hill's group at the Jenner Institute. You will be based at the Old Road Campus Research Building (ORCRB) in Headington, Oxford but may need to spend time liaising with both the clinical trials centre (CCVTM) and the Clinical BioManufacturing Facility (CBF) which are both based a few minutes away on the Churchill Hospital site. Your main responsibility will be providing management support to a range of pre-clinical projects led by Prof Hill and Prof Sarah Gilbert. The programme has a diversity of funders, and strong links with industry and a variety of non-industrial / academic collaborators. This will be a key role within the group ensuring successful completion of our research programmes.

Prof Adrian Hill's research group is focussed on the development of new vaccines, targeted against the pre-erythrocytic malaria parasite and difficult disease targets including Ebola and other emerging pathogens. The group has a strong translational focus, seeking to develop innovative and new concepts in vaccine design and delivery. Over the last decade 30 Jenner vaccine candidates have moved from bench to clinical testing with about 100 phase I/II trials undertaken with these vaccines. In 2014 Prof Hill was asked by the World Health Organisation to test the first Ebola vaccine destined for use in West Africa and a clinical trial was initiated in healthy volunteers one month later.

For more information about the group, see: <http://www.jenner.ac.uk/malaria>

The group's translational activity is underpinned by a strong programme of preclinical work, seeking to identify new vaccine targets, and to design and validate future generations of vaccines. Previously, our principal focus has been upon the development of malaria vaccines using replication-deficient viral vector platforms. More recently, we have developed a virus-like particle approach, which is currently undergoing clinical evaluation.

The group has a strong record of attracting external grant funding and a strong publication record. We aim to foster scientific excellence within a friendly, open and free-thinking environment.

This post will provide highly valuable finance and project management support across a range of on-going and new programmes of work being undertaken by the Hill group, reporting to senior project manager Dr Rebecca Ashfield. If you have relevant experience and knowledge in finance & project management, we encourage you to apply.

**Informal enquiries about this post can be addressed to:**  
[rebecca.ashfield@ndm.ox.ac.uk](mailto:rebecca.ashfield@ndm.ox.ac.uk)

## **Responsibilities**

- To undertake the financial management of the Hill group portfolio of pre-clinical grant funding including approving requisitions and financial reporting;
- Together with Dr Ashfield, to project manage the newly awarded EU H2020 Optimalvax Project including financial management and reporting, agreements with consortium members, arranging annual meetings, collating scientific reports and maintaining the project website.
- To liaise with Prof Hill and the Department Grants and Finance team in the preparation of funding applications and ensuring all requirements are met by Departmental, University and funder deadlines;
- To conduct and administer regular group meetings, including minute taking;
- To be responsible for communicating with the key members of the team both in writing and orally using highly technical language and act as primary point of contact for various projects;
- To effectively liaise with external collaborators and funders, including co-ordinating conference calls and meetings (including minute taking);
- To co-ordinate timely delivery of project work packages and milestones;
- To help with administration related to recruitment of new staff to the group;
- To collect and present data for projects as required, including technical and financial reports, and to manage submission of the reports as and when required;
- To be responsible for liaising with other research group and local administration teams, including Clinical Trials, HR, Research Contracts and Finance Teams as appropriate;
- To attend scientific seminars, meetings and training as appropriate;
- To participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Carry out any other duties as required by Prof Hill, Prof Gilbert and Dr Ashfield which are commensurate with the nature of the role and the grade of this post.

All employees will have to ensure that their work is conducted safely at all times and, in particular, that work is undertaken following the appropriate health and safety policies and procedures for the particular area, without compromise to their own safety or that of others who may be affected.

### **Additional security pre-employment checks**

This job includes the following duties which will require additional security pre-employment checks:

- A satisfactory Disclosure Scotland check due to working with sensitive information.

## **Selection criteria**

### **Essential selection criteria**

- Ability to support management of financial and operational resources;
- Educated to degree level (or equivalent), preferably in a biological science;
- Proven relevant project management experience, skills, and knowledge, ideally related to vaccine or biomedical / translational research;
- Highly developed problem solving and organisation skills, with an ability to meet competing deadlines;
- Ability to communicate effectively to a high standard, including relatively complex scientific matters, with a range of people and organisations both orally and in writing;
- Good interpersonal skills and ability to work effectively with others.

### **Desirable selection criteria**

- Experience of managing EU funded projects;
- Experience of the University research grant management procedures including grant administration, reporting and management, preferably at the University of Oxford and/or previous relevant experience within the higher education sector;
- Knowledge of clinical trials management and legal requirements;
- PhD in a relevant area, e.g. immunology or vaccines;
- Experience of vaccine testing pre-clinically or clinically;
- Experience of therapeutic protein testing pre-clinically or clinically.

## **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.

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](http://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](http://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.

*...fostering your career in science*

For more information please visit: [www.ndm.ox.ac.uk/home](http://www.ndm.ox.ac.uk/home)

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 to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: [www.ndm.ox.ac.uk/athena-swan](http://www.ndm.ox.ac.uk/athena-swan)

## The Jenner Institute – Old Road Campus Research Building, Churchill Hospital, Oxford

Scientists at the Jenner Institute, University of Oxford, have developed new candidate vaccines for malaria and tuberculosis. For the last ten years we have been conducting phase I and IIa clinical trials to evaluate the safety, immunogenicity and efficacy of these vaccines in healthy volunteer subjects in the UK, as well as conducting a number of trials in Africa. New candidate vaccines for 'flu and hepatitis C are also about to enter clinical trials.

For more information please visit: <http://www.jenner.ac.uk/>

### 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/](http://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).

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](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://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](http://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/](http://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/revisedejira/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejira/revaim/).

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

## 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](http://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](http://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/](http://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/](http://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/](http://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](http://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](http://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/](http://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](http://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](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

### 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/](http://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/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).