

Centre for Tropical Medicine and Global Health

<b>Job title</b>	The Global Health Network Manager
<b>Division</b>	Medical Sciences
<b>Department</b>	Centre for Tropical Medicine and Global Health
<b>Location</b>	NDM Research Building, Old Road Campus, Headington, Oxford
<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)
<b>Reporting to</b>	<i>Head, The Global Health Network</i>
<b>Vacancy reference</b>	127592

## Introduction

The Global Health Network ([www.theglobalhealthnetwork.org](http://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, and built using web 2.0 technology. 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.

## The role

This is a key and senior role in this rapidly expanding programme. The Global Health Network holds a wealth of information and resources to encourage and support research. The post holder will be tasked with making the best use of this valuable knowledge by getting it to those who need it to inform and guide their research ambitions. This novel and interesting post will involve closely engaging with the various research groups who collaborate within The Global Health Network and working with them to encourage the sharing and reporting of methods,



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tools and resources across a wide range of therapeutics areas and geographic regions. This will involve building contacts, professional relationships and knowledge across these various settings and working with wide ranging collaborators to release and share their methods and guidance information as papers and learning tools on this open access web-based platform. The role will involve scientific writing and editorial activities as well as coordinating contributors, encouraging and seeking involvement in this dynamic and novel initiative. The fundamental aim of The Global Health Network is to change and speed up research in the developing world by enabling (and persuading!) researchers to share their methods and operational approaches. The post holder will enable this to happen. This is going to be a rewarding, engaging and enjoyable job for someone who has read this and understands what we are trying to achieve. The successful applicant is likely to have worked in the field of medical research in a developing country (in the lab, clinic or public health) and be interested in a new challenge that can make the most of their enthusiasm, drive and writing skills.

### Responsibilities

- Ensure The Global Health Network is meeting its core aim of supporting research by sharing methods
- Maintaining a planning and communications system to ensure all partners are well supported and that their specific requirements are being met through project planning and effective reporting systems
- Editorial oversight and content organisation, presentation and management for The Global Health Network
- Identification and generation of resources, articles and learning materials to support research in the field of global health
- Establish and coordinate monthly webinars across The Global Health Network
- Establish and coordinate quarterly web-meetings for all collaborators and coordinators on The Global Health Network
- Identify and implement new ideas/technologies for meeting this aims and objectives of The Global Health Network in terms of sharing knowledge and building professional research communities all with the aim of supporting research
- Create a wide and active group of collaborating writers and contributors to The Global Health Network and its constituent member websites
- Writing papers and presenting at scientific meetings
- Work closely with all the component member websites' coordinators to help them make the most of their content, community activity and come up with mechanisms for ensuring material of cross-cutting interests reaches relevant yet diverse potential audiences
- Identification of new collaborators, follow up with leads, and assistance with contracting, setup (in conjunction with the IT Manager) and maintenance of new member areas
- Contribute to all grant and funding applications, in an administrative and scientific role
- Represent the Head of The Global Health Network at scientific meetings or invited speaking engagements as required
- Represent the Network at formal events and scientific meetings on stands or promotional events

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- Build and maintain a social media strategy for the Network including the existing Facebook, LinkedIn, YouTube (including creation, editing and posting of video content) and Twitter accounts
- Development and sharing of key performance and impact indicators for the success of the Network in achieving its uptake and dissemination goals and contribute to ongoing assessments of the Network's impact
- Organisation and hosting of regular departmental seminars – The Tropical Medicine Global Health Seminars, including sourcing presenters, recording seminars, and editing and posting of videos to the Network and YouTube channel
- Coordinate and manage the activities and contributions of the Steering/Advisory Committee
- Working as a key member of The Global Health Network Operational team and undertaking whatever tasks are necessary to support the overall activities

## Selection criteria

- A PhD in a health-related field, or equivalent experience
- Evidence of writing experience with a good publication record
- Experience and competence with online content management systems
- Demonstrable ability to use technology in professional networking and knowledge sharing
- Proven ability in scientific writing
- Enthusiasm for developing a web-based resource for learning and knowledge sharing
- Strong and confident communicator
- Keen, willing and able to conduct workshops and seminars in varied settings overseas
- Strong organisational abilities
- Willingness to travel

## Desirable selection criteria

- Experience of medical research in developing countries
- Drive and enthusiasm for the aims of the network
- Post-doctoral scientific qualification
- Experience of managing research programmes
- Interest and experience in editorial aspects of scientific writing

## 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



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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.

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](http://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/](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.





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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/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/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/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)



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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](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.





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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/](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/).

