Old Road Campus Research Building

Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Manager, Prostate Cancer Vaccine Programme</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM)</td>
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<tr>
<td>Location</td>
<td>Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital, Old Road, Headington, Oxford OX3 7LJ</td>
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<td>Grade and salary</td>
<td>Grade 7: £31,076-£38,183 per annum (this will be pro-rated to the hours worked)</td>
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<tr>
<td>Hours</td>
<td>Part time (19 hours / 50% FTE)</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term – 10 months with possibility of one year extension</td>
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<tr>
<td>Reporting to</td>
<td>Dr Irina Redchenko</td>
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<td>Vacancy reference</td>
<td>129741</td>
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The role

The Jenner Institute is seeking to appoint an experienced Project Manager to support the prostate cancer vaccine research programme at the Institute. You will be based at the Old Road Campus Research Building, Headington, Oxford. Your main responsibility will be supporting the project funded by the European Commission and led by Professor Adrian Hill. This is a collaborative international project involving several European academic teams and industrial partners. The project entails pre-clinical and clinical development of the novel immunotherapy for prostate cancer.

You will provide an essential interface among the research and administrative teams in Oxford and overseas, regulatory authorities, ethical review panels and the European Commission. You will be responsible for the operational management of the project and will assist in a wide diversity of activities necessary to achieve its successful completion.

If you have a strong scientific background, relevant experience and knowledge in project management, we encourage you to apply. Industrial experience and knowledge would be an advantage.
Responsibilities

- To provide support to the project team to ensure the project objectives are met within set timelines and work is conducted within the appropriate standards
- To schedule the pipeline of activities for the next 10 months and be forward thinking in order to meet deadlines
- To be responsible for communicating with the key members of the team both in writing and orally using highly technical language and act as main point of contact for the project
- To create and maintain a project-specific website
- To effectively liaise with external collaborators, including co-ordinating conference calls and meetings of the international project groups and minute them
- To co-ordinate timely delivery of project work packages
- To collect and analyse data for the project, including technical and financial reports, papers for publication, and to manage submission of the reports as and when required
- To prepare documentation required for regulatory and ethics submissions ensuring the documentation meets all relevant national and international standards
- To present project progress to internal and external audiences as may be required
- To attend scientific seminars, meetings and training as appropriate
- To be responsible for liaising with local administration teams, including HR and Finance Teams as may be 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.

All employees will have to ensure that their work in the laboratory 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.

Selection criteria

Essential selection criteria

- Degree in biological science or equivalent
- Proven relevant project management experience, skills, and knowledge (preferably in cancer field)
- Knowledge of clinical trials management and legal requirements
- 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
- Ability to manage and to support management of financial and operational resources
- Ability and willingness to actively contribute towards developing and improving innovative ways of working and managing projects and research programmes
- Ability and willingness to work independently, support and supervise others as may be necessary, and work effectively as part of a cross-functional team
Desirable selection criteria

- PhD or equivalent in a related area, e.g. cancer
- Experience and knowledge of cancer immunotherapy
- Experience of vaccine testing pre-clinically or clinically
- Experience with the European grant administration and management
- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector

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.

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For more information please visit: 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

The Jenner Institute - Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital, Oxford

Scientists at the Jenner Institute, University of Oxford, have developed new candidate vaccines for malaria, tuberculosis, HIV, influenza and a wide range of other pathogens. Clinical trials are in progress for eight infectious disease areas. See www.jenner.ac.uk. The Jenner Institute is one of the largest university based vaccine institutes globally.

Over the last three years a new cancer vaccine immunotherapy programme, including a multi-site trial in prostate cancer, has been in progress in close collaboration with the departments of oncology and surgery.

For more information please visit: http://www.jenner.ac.uk/ & 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).
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. (Customise this statement to confirm the document(s) you would like the applicant to attach, but make sure that you keep the reference to PDF. See section 1.4 of QRG REC01 Creating a Vacancy (Recruitment and Personnel) for guidance on selecting the appropriate application form).

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/.

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.

**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 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/.

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/.