Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Data Assistant</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM)</td>
</tr>
<tr>
<td>Location</td>
<td>Ludwig Institute for Cancer Research, Old Road Campus Research Building, Headington, Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5: £24,983 - £29,799 (with a discretionary range to £32,548 per annum)</td>
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<tr>
<td>Hours</td>
<td>Full time (36.5 hours per week)</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term until 31st March 2020</td>
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<tr>
<td>Reporting to</td>
<td>Steve Ash, Senior Data Manager</td>
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<td>Vacancy reference</td>
<td>131366</td>
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Job description

Overview of the role

You will be responsible for the input, quality control and reporting of data relating to patients treated by the Churchill Hospital’s upper gastrointestinal surgery team. The data will be used to evaluate treatment outcomes and contribute towards research carried out by the surgical team and collaborating scientists at the University.

This is a new position which will involve you working closely with the Senior Data Manager to develop and grow the team’s data collection activities.
Responsibilities/duties

Managing data for the oesophago-gastric cancer clinical database:

- Extract and interpret the required information from patient notes, electronic database records and discussions at meetings of the Upper GI MDT.
- Enter the required information into the oesophago-gastric cancer clinical database.
- Liaise with the Senior Data Manager and clinical staff to monitor and query missing or inconsistent data.
- Liaise with the Senior Data Manager and clinical staff to identify areas where improvements can be implemented in the data collection and management system.

Managing data for clinical databases for other cancer sites:

- Assist with developing database specifications for clinical databases for other cancer sites.
- Assist with testing the data entry interfaces of the clinical databases to identify issues and contribute to resolving them.
- Perform similar data management duties for these databases as and when these systems become live.

Liaise with colleagues at Ludwig Research Institute and Cancer Research UK Oxford Centre:

- Interact with basic science teams and clinical trials staff.
- Facilitate data collection in related approved clinical trials and observational studies.

Additional Responsibilities and Duties:

- Actively engage with Upper GI MDT meetings.
- Participate in audits, as required, both internal and external.
- Manage their time and workload to ensure that deadlines are met, for a typical workload of several projects running simultaneously.
- Other tasks as required to enhance the efficient running of the Oxford Centre Oesophageal Working Group and the MDT.
- Ensure confidentiality and security of data at all times.
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Selection criteria

Essential

- A minimum of 3 A levels at grade C or above.
- Experience of using electronic data capture systems.
- Ability to identify and seek out information needed to solve problems and make sound decisions.
- Demonstrable knowledge of principles of working with confidential data.
- Excellent written and oral communication skills, with very high attention to detail.
- Enthusiastic, able to work independently but also as part of a team.
- Proven time management skills.
- Flexibility and ability to adjust to new systems and requirements.
- Working knowledge of spreadsheets and word processing software.

Desirable

- Educated to degree-level (or equivalent) in an area such as mathematics, statistics, medical science or computer science.
- Experience of data management in a medical or research setting.
- Familiar with NHS computer systems.
- Good understanding of medical terminology.

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, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, 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.
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Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 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.

...fostering your career in science

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.
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For more information please visit: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

The Ludwig Institute for Cancer Research (LICR)

Ludwig Cancer Research, Oxford Branch is headed by Professor Xin Lu. Research within the Branch is focused on identifying molecular switches that determine cancer cell heterogeneity, with the aim of sensitising cancer cells to therapy and improving patients’ response to treatment.

To combat tumour heterogeneity, the scientists are researching a wealth of different molecular mechanisms with molecular switches of cell fate being a major theme of their research.

One of the main research focuses is the identification of target selectivity of transcription factors in cell growth or death (Professor Xin Lu), stem cells and differentiation (Professor Colin Goding), as well as hypoxia and oxygen sensing (Professor Sir Peter Ratcliffe). This research is complemented by transcriptional networks governing the formation of blood vessels (Dr Sarah De Val), genetic markers that indicate how a cancer cell will respond to therapy (Dr Gareth Bond), epigenetic regulators of cell fate (Dr Skirmantas Kriaucionis), the structural and functional role of BET (Bromo and Extra Terminal) proteins in transcription initiation (Dr Panagis Filippakopoulos), inflammation and cancer (Dr Mads Gyrd-Hansen);and bioinformatics (Dr Benjamin Schuster-Boeckler).

The research groups at Ludwig Cancer Research, University of Oxford, have strong overlapping interests yet maintain diversity, enabling the effective sharing of ideas and technologies. By working together the scientists maximise their research potential.

The Oxford Branch currently employs approximately 120 staff at the Old Road Campus Research Building in Headington, Oxford, and has plans for further expansion over the coming 2-3 years.

For more information please visit: http://www.ludwig.ox.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/.

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.
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The supporting statement must explain how you meet each of 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. 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 (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. 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/

Form 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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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University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

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

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers’ Club

The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks

Athena SWAN Silver Award
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The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits