Job title | Chief Operating Officer – Mahidol Oxford Tropical Medicine Research Programme
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Division | Medical sciences
Department | Centre for Tropical Medicine and Global Health, Nuffield Department of Medicine
Location | Mahidol Oxford Tropical Medicine Research Unit (MORU), Bangkok, Thailand
Grade and salary | Grade 10: £ 53,691 - £62,219 with a discretionary range to £67,972 per annum
Hours | Full Time
Contract type | Fixed term to 30th September 2020 in the first instance
Reporting to | The Director of the Mahidol-Oxford Tropical Medicine Research Unit (MORU) and the Associate Head of Department (Academic Support & Finance), Nuffield Department of Medicine
Vacancy reference | 131453

The role

Based in Bangkok within the Faculty of Tropical Medicine at Mahidol University, the Mahidol Oxford Tropical Medicine Research Unit (MORU) was established in 1979 and develops effective and practical means of diagnosing and treating malaria and other neglected diseases such as melioidosis, typhus, TB and leptospirosis. The Programme has units in Mae Sot, Cambodia, Laos and the Democratic Republic of Congo as well as study sites and collaborations across Thailand, Asia and Africa. MORU is generously supported with significant funding from the Wellcome Trust, our major funding partner. We also receive funding from other trusts and foundations, governments, and multi-lateral donors. The Programme’s annual turnover is in excess of £16m and it employs over 500 staff in Thailand, Laos and the region. [www.tropmedres.ac/home](http://www.tropmedres.ac/home)

The Chief Operating Officer (COO) role is a key position within the Programme and is responsible for the operation and strategic leadership of scientific support functions including Estates, Procurement, Finance, HR, IT Support, Project Management and Health and Safety. The COO sits on the Programme’s Management Committee, the Finance Committee and the Scientific Review Committee. The COO contributes to the Programmes overarching scientific strategy and ensures that the support departments are equipped to deliver against this strategy in the future. The COO’s role is to ensure that the challenges of rapid expansion are met, by ensuring that the operations and research support activities of the Programme are financially sound, robust, and efficient and meet modern business standards. The COO acts as the
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principle point of contact between the Programme and Centre for Tropical Medicine and Global Health in operational matters.

The COO reports to the Programme Director and NDM's Associate Head of Department (Academic Support and Finance).

The post holder will be based in Bangkok, but will visit SMRU, LOMWRU, MOCRU and COMRU regularly.

**Responsibilities**

- To support the Director in the day-to-day activities of the Programme including strategy and policy development.
- To identify and respond to key governance issues, particularly those raised by external stakeholders.
- Responsible for the efficient operation of the Programme's services in support of research, providing strategic leadership and operational management of the professional and administrative support services and resources that underpin this. This will involve:
  - Developing service level agreements for each service department in consultation with support staff and users to define the levels of service that should be provided, within the resources available, to support current and future scientific activities.
  - Chair the group made up of the Heads of each service department that will inform, and respond to, changes in the Programme’s overarching strategy and the changing needs of the scientific programme.
  - To work closely with the Chief Financial Officer and service leaders in support of developing the Programme’s ‘business’ processes.
  - Ensure that all aspects of the Programme's support functions provide high quality, professional and cost-effective services that enhance the performance and efficiency of the Programme's work.
  - Periodically review the management and administrative systems and infrastructure so that they fully support the achievement of Programmes objectives and goals, in collaboration with the Director and other stakeholders.
  - Ensure that the Programme’s operational structures have the flexibility to meet the requirements of a range of research sponsors and where a sponsor's requirements are not met by current systems, lead discussions with the sponsor to arrive at a reasonable alternative.
- Become secretary for the Programme’s Scientific Review Committee and contribute to decisions on resource allocation and strategic changes relating to the Programme’s overarching activities. Continually review the structure, terms of reference and governance of this committee and table adjustments where appropriate.
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- Direct management responsibility for the co-ordination of effective business processes across the Programme, ensuring that these are regularly reviewed to support the Programme’s mission.
- Ensure effective implementation of change management processes.
- Oversee financial management at the Programme and its units. Including:
  - In conjunction with the Director, and working with other senior staff, produce the annual budget and five-year plan, and prepare reports for the Wellcome Trust, the University of Oxford, Mahidol University and other stakeholders. Progress will be reviewed and reported regularly.
  - Sit on the Finance Committee and maintain an oversight of income, expenditure and budget planning to ensure research activities are kept within budget.
  - Responsible for the provision of management information, analysis, reports and financial papers to support the Directors and other internal and external stakeholders in achieving and reporting on the Programme’s financial objectives. To include reports to the Wellcome Trust, University of Oxford and Mahidol University.
  - Responsible for the operational and financial management of a diverse grant portfolio, ensuring that different sponsor requirements are met and all grant costs are reimbursed. With respect to grants awarded via Oxford, report to the Administrator of Tropical Medicine in Oxford on the financial management of these grants.
  - Support the grants team in grant applications and funding to ensure that, where possible, there is no funding gap preventing the Programme meeting its scientific objectives.
- Liaise with the Wellcome Trust and University of Oxford on operational and governance issues pertaining to the Programme. This will involve regular contact the Grants Operations Manager, Head of International Operations and Head of Financial Reporting (among others) at the Wellcome and the Business Manager at the Centre for Tropical Medicine in Oxford.
- Conduct a regular review of security arrangements at the Programme and its sites and where necessary implement changes to safeguard staff.
- Work closely with the Business Manager at the Centre for Tropical Medicine in Oxford to appropriately manage and escalate risk in the following areas:
  - Health and safety
  - Security
  - Significant financial variances or other financial issues
  - Real or suspected bribery, fraud or significant material loss at the programme
  - Issues that may lead to the reputational damage of the University
  - Data breaches
- Work to ensure that the general health and safety of all employees, students and visitors is maintained to high levels on Programme premises and work with the Centre for Tropical Medicine in Oxford to report accidents and incidents.
• Carry out any other duties as required by the Director and/or NDM Associate Head of Department, as appropriate for the grade.

**Hazard-specific / Safety-critical duties**

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

• Lone Working
• Work in hot or cold environments
• Travel outside of Europe or North America on University Business

**Selection criteria**

• Educated to degree level or equivalent and a relevant postgraduate qualification (*in exceptional circumstances substantial experience in a directly equivalent role may be considered*).
• Extensive experience in leading complex international project management.
• Proven experience of leading and managing a multidisciplinary team, particularly through organisational growth, with the ability to engage and motivate staff to fulfil their potential.
• Excellent diplomacy skills. The ability to engage and interact productively with stakeholders in Thailand, Laos and other collaborative sites in Asia and Africa,
• To engage and influence senior staff within the Programme to achieve buy-in across the organisation for changes to operational structures and processes.
• Experience of developing and implementing effective processes and systems to support the activities of a research organisation in an international environment, preferably in Asia.
• Knowledge of the operational requirements placed on organisations whose income derives from external grants with variable HR/accounting requirements and costing models.
• Evidence of successful leadership including experience of planning and management including resource management.
• A sound understanding of risk management and how it pertains to LMIC settings
• A high level of strategic and creative thinking with the ability to manage complex situations, competing operational priorities and a significant level of ambiguity.
• Excellent communication skills, including the ability to produce reports and draft complex correspondence.
• Proven ability to develop financial strategies and leading a finance function within a complex organisation, including innovative finance reporting.
• The ability to travel within Asia and Africa.
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Desirable selection criteria

- Experience of conducting academic research

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 spinouts, 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
Centre for Tropical Medicine and Global Health

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: 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 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/working-for-ndm/aboutndmatheneswan/

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 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 £50m per annum with over 150 externally funded research grants and donations.

For more information please visit: www.tropicalmedicine.ox.ac.uk/home
Centre for Tropical Medicine and Global Health

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 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/jobs/professionalandmanagement/. 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/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

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.