

Centre for Tropical Medicine and Global Health

Job title	Communications Officer
Division	Medical Sciences
Department	Infectious Diseases Data Observatory (IDDO), Centre for Tropical Medicine & Global Health, Nuffield Department of Medicine (NDM)
Location	Old Road Campus, Headington, Oxford
Grade and salary	Grade 7: £31,076-£38,183 per annum or Grade 6 £27,629-£32,958 (according to experience and with an appropriate adjustment of duties as described below)
Hours	Full-time
Contract type	Fixed-term – one year in the first instance
Reporting to	IDDO Head of Communications & Advocacy and WWARN Head of Advocacy & Communications
Vacancy reference	131811

The role

Effective and transparent communications are critical to delivering IDDO's goals which are intended to have a lasting impact on global health. IDDO's communications efforts encourage and secure engagement from a range of stakeholders, including researchers and clinicians across the infectious diseases community, public health workers, policy makers, donors, and the media, to maximise the outputs of IDDO's data-sharing platforms and improve health.

You will help to ensure that different target audiences (e.g. scientists, policy-makers, and funders) have a clear understanding of IDDO's role in generating reliable evidence and innovative resources that enable research-driven responses to the major challenges of neglected and emerging infections. You will be responsible for collecting, preparing and updating content and materials for IDDO's digital platforms, including the IDDO and WWARN websites and social media. You will support the development and implementation of communications plans for IDDO's disease areas and research themes. You will also play a key role in preparing communications materials, with senior researchers, for presentations and stands at international conferences in the UK/ overseas, as well as contributing to the development of materials that support the delivery of IDDO's objectives, such as proposals and concept notes.

Responsibilities



Centre for Tropical Medicine and Global Health

- Plan and deliver effective and timely communications activity in line with IDDO's strategic aims and research themes and priorities (Grade 6 applicants would contribute to communications planning.)
- Take primary responsibility for day-to-day maintenance of the IDDO/WWARN websites, including writing, editing and uploading accurate and engaging scientific and policy-related content, responding to enquiries, and ensuring that new technology is deployed effectively (Grade 6 applicants would develop and upload content.)
- Source and develop engaging content and international followers for social media platforms, such as Facebook, LinkedIn, Twitter and YouTube
- Measure the impact of IDDO's communications platforms using website and social media analytics, contribute to progress reports, and advise on changes required (Grade 6 applicants would help to collate statistics and information.)
- Provide communications advice to senior researchers to help communicate complex scientific and public health-related messages to external audiences, including developing messaging frameworks and advising on best practice (Grade 6 applicants would contribute to the development of messages and best practice.)
- Coordinate the development and dissemination of e-newsletters and website news
- Generate and implement ideas for innovative communications campaigns that will raise the international visibility of IDDO, especially in endemic countries and regions
- Support preparations for conferences, meetings and events including project management of IDDO publications and related material, both electronic and in printed format, and reviewing abstracts, posters and presentations (Grade 6 applicants would not be responsible for financial or contractual matters.)
- Support programmatic/scientific activities by contributing to and editing proposals, technical documents and reports and organising/attending meetings, as required
- Ensure consistent presentation of the IDDO and WWARN brand identities, and conformation to other relevant guidelines such as those of the University of Oxford
- Work in partnership with internal colleagues and external partners to ensure that communications and messages are coordinated and to deliver IDDO and partner/funder objectives, including establishing good working relationships with staff across IDDO, the wider University, and collaborators
- Liaise with external suppliers, such as translators, designers, print suppliers and web developers to ensure quality, timely delivery and value for money (Grade 6 applicants would not be responsible for financial or contractual matters.)
- Additional duties as delegated and appropriate for the grade.

Essential selection criteria

- University degree or equivalent in communications, marketing, public health or a health-related scientific subject and evidence of commitment to continuing professional development
- Demonstrable experience working in the field of communications, ideally public health, development or science-related communications
- Proven success working with different communication channels including websites, social media and e-newsletters in order to deliver highly effective campaigns
- Proven ability to write accurate and engaging copy in English, and for different high-level audiences/ stakeholder groups
- Experience coordinating the production and dissemination of complex print materials
- Proven experience of planning, organising and delivering high profile events (Grade 6 applicants would support events planning, organisation and delivery.)
- Demonstrable ability to work both independently to implement communications projects and to work effectively as part of a team (dispersed and/ or overseas) (Grade 6 applicants would have a greater level of supervision.)
- The ability to understand and interpret complex research and scientific projects, and to communicate key messages to specialist and non-specialist audiences
- Strong diplomacy skills - personal sensitivity and tact to deal with a complex and diverse global health network
- Proven administrative and project management skills, including attention to detail and the ability to keep accurate records and to manage a variety of projects (Grade 6 applicants would support the development of project plans and manage their execution with senior support.)
- The flexibility to change plans and respond to urgent or last minute opportunities.

Desirable selection criteria

- Professional qualification in communications, digital media or a related subject, eg CIPR Advanced Certificate or Diploma
- A genuine interest, energy and enthusiasm for healthcare, tropical diseases, data sharing, and the aims and objectives of IDDO & WWARN
- Working knowledge of French, Spanish and/ or Portuguese
- Knowledge and understanding of the higher education sector
- A willingness to travel for meetings and events, including in endemic countries, if required.



Job Description



Centre for Tropical Medicine and Global Health

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

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.





Job Description



Centre for Tropical Medicine and Global Health

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 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

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>





Job Description



Centre for Tropical Medicine and Global Health

Infectious Diseases Data Observatory (IDDO)

IDDO's vision is effective treatment and control of infectious diseases affecting the most vulnerable populations. Our mission is to reduce the impact of neglected and emerging infections by improving the evidence for their effective management through wide scale collaboration within the global infectious disease community.

IDDO hosts a collection of data-sharing platforms, bringing together clinical, pharmacology, molecular, *in vitro* and medicine quality data for infectious diseases including malaria, Ebola and visceral leishmaniasis. IDDO aims to facilitate the sharing of data and research protocols at the earliest opportunity to bolster collaboration among the public health and research communities, and ensure that researchers are prepared to implement research to advance science expeditiously in the context of neglected tropical diseases and the next infectious disease outbreak.

IDDO is building upon the work of the WorldWide Antimalarial Resistance Network (WWARN), which is now a part of IDDO. WWARN has had considerable success, both in establishing ethical data sharing systems that conform to international rules on patient privacy and protection, and in engaging the malaria research community; IDDO is adapting and developing these systems and processes for other infectious diseases using WWARN as a prototype.

IDDO is building upon the current WWARN structure and programmes to:

- Establish an accessible and trusted infectious disease observatory which acts as the central repository for data that contributes to the evidence base of understanding selected infectious diseases and their treatment, allowing inter- and cross-disciplinary analysis of global data;
- Ensure the long-term security and accessibility of data so that data can be productively used in a collaborative platform for modelling and analysis by the larger scientific community;
- Gather and share best methodological clinical research practices, to improve data capture, management and integration of clinical, pharmacological/pharmacometric and laboratory-based studies;
- Develop tools to facilitate the use of these standards in prospective clinical trials in infectious diseases;
- Engage with the scientific community to implement and evolve these tools as the gold standard within and across infectious disease fields;
- Develop policies to establish fair conditions of use, and mechanisms to ensure that the contributions of those generating the data are properly recognised, so that data are made available for effective and responsible data sharing.

For further information please visit www.iddo.org.





Centre for Tropical Medicine and Global Health

WorldWide Antimalarial Resistance Network (WWARN)

About 40% of the world's population is at risk of malaria. In 2015, there were an estimated 212 million cases and 429,000 deaths globally (World Malaria Report 2016). There are many current challenges to ensure global malaria control and elimination efforts are successful, one of which is monitoring artemisinin resistance to treatment of *Plasmodium falciparum* malaria.

Artemisinin-based combination therapy (ACT) is the recommended treatment for malaria, yet in recent years *Plasmodium falciparum* has become resistant to artemisinin in Cambodia, Thailand, Vietnam and Myanmar. If resistance spreads further westwards it could derail current elimination efforts. In the past, antimalarial resistance information was extremely variable in quality and reliability and was often inaccessible. This leaves geographical gaps in research data which, coupled with a lack of standardisation of data collection and analysis, mean that resistance is hard to track until it appears through widespread drug treatment failures and deaths.

WWARN has changed this by assembling an unprecedented open access data repository containing the majority of malaria information ever collected – data from over 150,000 patients. Pooling large amounts of data provides the malaria community with unparalleled statistical power to detect subtle changes in treatment parameters; it also triggers early warning signals of emerging resistance, and can provide vital information to mobilise resistance containment action.

For more information please visit www.wwarn.org.





Job Description



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 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. 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.





Job Description



Centre for Tropical Medicine and Global Health

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.





Job Description



Centre for Tropical Medicine and Global Health

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.

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 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/.

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/.

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/.

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 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.

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/. **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.

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.





Job Description



Centre for Tropical Medicine and Global Health

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/.

