

Centre for Tropical Medicine and Global Health

Job title	IDDO Project Manager
Division	Medical Sciences
Department	Centre for Tropical Medicine and Global Health
Location	NDMRB, Old Road Campus, Headington, Oxford
Grade and salary	Grade 7: £31,604 - £38,833 per annum
Hours	Full time 37.5hrs per week, but part-time hours considered.
Contract type	Fixed-term for 18 months in the first instance, with possibility of extension
Reporting to	IDDO Head of Operations and Development
Vacancy reference	132814

The role

An exciting opportunity as arisen for a Project Manager in the Infectious Diseases Data Observatory (IDDO). You will support the smooth running of IDDO operational activities, including; finance, contracts, programmatic and governance aspects to ensure fit within the control systems of the University and the Nuffield Department of Clinical Medicine. You will be a key point of contact between the operational activities of IDDO and the Tropical Medicine and Global Health Administrative Team (Finance, Grants & Contracts, and Human Resources) and the University Research Services Department.

IDDO is an opinion leader regarding best practice in equitable and ethical data sharing and hosts a collection of data-sharing platforms for poverty related and emerging infectious diseases. The organisation is complex and includes stakeholders across many diseases, many regions and countries and at many levels and disciplines, including; researchers, academics, industry partners, policy makers, clinicians and health workers. You must be able to understand the complex needs of the organisation and well as fit into and provide support for a multidisciplinary team. Our core team comprises a Secretariat, scientists, statisticians, communications, informatics, data management and administration teams. The core team is based in the Centre for Tropical Medicine and Global Health at the University of Oxford.

You will be based in Oxford and work in the IDDO Operations team, reporting to the IDDO Head of Operations and Development. You will work alongside the IDDO Administrative Assistant, and will provide project management support to the other IDDO staff as and when required.



Responsibilities

Governance and Operations

1. Provide key operational support for IDDO governance structures, for example: IDDO Board, Data Access Committees (DAC's), WWARN & Visceral leishmaniasis (VL) Scientific Advisory Committee's and any other *ad hoc* IDDO Committees. Activities include; inviting new members, preparing agendas, writing minutes, maintaining relationships with groups.
2. Assist in the operational organisation of key WWARN meetings including the Annual Meeting of the Board and Scientific Advisory Committees, DAC meetings, internal WWARN Face-to-Face Operations meetings (team meeting) and team away-days.
3. Take on the project management of IDDO 'special projects' to ensure the projects are kept on schedule and within scope: develop Gantt charts, arrange start-up meetings co-ordinate activities across the working groups of IDDO.
4. Work collaboratively with IDDO staff to prepare a grants management reporting system that can track progress of grant objectives against deadlines and can be used as a work plan for team members.

Administration and contracts

5. Act as a key contact point for training requirements and need of individual staff and develop a database of skills held within the team.
6. Provide financial and administrative support to the IDDO/WWARN Regional Centres in Asia and Africa; be the administrative link between Oxford and the regions.
7. Assist in the preparation of IDDO contracts, sub-grant agreements and consultancy agreements ensuring timely execution and inclusion of the appropriate budgets and scopes of work. Support the development and drafting of IDDO policies as required.
8. As part of the operations team, oversee day-to day operational needs of the team.

Financial

Working with both the Oxford Portfolio Grants Administrator and Officer (Tropical Medicine and Global Health Administrative Team).

9. Ensure IDDO compliance with University of Oxford financial procedures, including completion of supporting documentation.
10. Review IDDO monthly financial reports to track grant balance and expenditure; develop and review budget forecasting across IDDO.
11. Provide finance reports to the IDDO Head of Operations and Development when required.
12. Assist in the preparation of annual/final grant reports to funders/donors to meet reporting requirements.
13. Assist in the preparation of budgets for new funding proposals.



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Other Duties

14. Additional duties as delegated by the IDDO Head of Operations and Development and as appropriate for the grade.

Selection criteria

- A first degree, preferably in biomedical sciences, e.g. biology, virology, parasitology or a first degree in business/finance with experience of biomedical sciences project management
- Demonstrable experience of project management processes and tools and the ability to understand complex operational issues
- Proven experience of managing financial resources including the development and maintenance of financial and other spreadsheets
- Experience with grants management and budgeting
- Exceptional organisational skills and the demonstrable experience tracking multiple activities in multiple locations
- Experience of working with or in developing countries
- Excellent interpersonal skills and the ability to develop strong collaborative working relationships internally and across a wide range of stakeholders
- Strong independent working skills, resourcefulness and the ability to create and sustain projects and activities, motivating others to support a common goal
- Enthusiasm for the work and mission of IDDO

Desirable selection criteria

- An awareness of the issues involved in obtaining data relating to human subjects and data governance issues.
- A business or project management qualification or relevant experience.
- Availability to spend time in developing countries at short notice.
- Ability to draft well-written documents for a wide range of readers.
- Fluency in a second language, preferably French.

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.



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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.

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>

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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 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>

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.

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

<https://www.ox.ac.uk/about/jobs/professionalandmanagement/>

<https://www.ox.ac.uk/about/jobs/research/>

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.



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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/](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.

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/.



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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/

From 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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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.

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/.



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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/.

