**Overview of the role**

The Genomics and Global Health Programme aims to utilise recent advances in genome research to develop better ways of understanding, monitoring and preventing major infectious diseases of the developing world. The main focus is on malaria but many of the methodologies being developed within the Programme are applicable to a broad range of diseases. The Programme is highly multidisciplinary, with expertise in the areas of genomics, genetics, infectious disease, epidemiology, statistics, computational biology, software engineering, ethics and programme management.

The Programme co-ordinates two major initiatives: Malaria Genomic Epidemiology Network (MalariaGEN) and the Centre for Genomics and Global Health (CGGH). MalariaGEN ([www.malariagen.net](http://www.malariagen.net)) is a community of researchers in more than 40 countries who are working together to understand how genome variation in human, *Plasmodium* and *Anopheles* populations affects the biology and epidemiology of malaria, and to use this knowledge to develop improved tools for controlling malaria. MalariaGEN is supported by a Resource Centre made up of a number of teams (Analysis, Ethics, Informatics, Laboratory and Programme Management) that work together to deliver high-impact scientific outputs from MalariaGEN data and for providing analytical and informatics support to MalariaGEN partners within the MalariaGEN framework. The MRC Centre for Genomics and Global Health ([www.cggh.org](http://www.cggh.org)) is a joint research programme of Oxford University and the Wellcome Trust Sanger Institute that aims to translate advances in genome science into practical applications that will help to reduce the burden of infectious disease in the developing world with a particular focus on malaria.
The Programme employs around 40 people, based across the University of Oxford and the Wellcome Trust Sanger Institute (WTSI) near Cambridge (www.sanger.ac.uk), with laboratories and core facilities both at institutions. The Director of the Programme is Professor Dominic Kwiatkowski who holds a dual appointment between the Wellcome Centre for Human Genetics and the Big Data Institute at the University of Oxford and the Sanger Institute in Cambridge. The Project Manager will support the Genomics and Global Health Programme team in managing its portfolio of projects with a focus on MalariaGEN and will be based in the Big Data Institute: www.bdi.ox.ac.uk

The ideal candidate will be someone who understand the projects scientific context and is able to interact with and communicate it broadly to audiences outside academia, e.g. in research and NGOs. This is a broad role that is process oriented that requires excellent communication and interpersonal skills. It involves internal co-ordination of the Programme’s work, as well as liaising with external research collaborators, and encompasses a wide spectrum of activities including information management, programme administration and event management. Experience in a multidisciplinary environment, preferably within a scientific context is highly desirable.

Responsibilities/duties
With an appreciation of the nature and complexities of the MalariaGEN Programme including an in-depth understanding of the partnerships and agreements that have been established with our contributors; the core web and data products that we provide to our contributors; and the needs, resources and scientific objectives of the Programme and our partners the key responsibilities include:

- Build community understanding and engagement with the MRC Centre for Genomics and Global Health and MalariaGEN.

- Manage MalariaGEN's online presence including website and social media, ensuring that it appropriately communicates the Resource Centre’s role at the hub of a network of partnerships and programmes.

- Develop and maintain strong links with MalariaGEN's diverse range of external collaborators and act as an information conduit between them.

- Manage collaborations between MalariaGEN and other networks, such as the African-led PDNA network. Co-ordinate meetings, training programmes and joint projects, and provide support and monitoring as appropriate.

- Promote MalariaGEN’s key scientific and community outputs in a way that is respectful to all the stakeholders. Liaise with press and communications teams at Oxford University, the Sanger Institute and collaborating institutions.

- Facilitate and manage MalariaGEN partners’ access to internal network resources including analytical software, data resources and collaboration tools.

- Contribute to the organisation of the annual Genomic Epidemiology of Malaria meeting. Manage the travel award scheme for early stage researchers from malaria endemic countries: support candidates from the application stage onwards, report to the funders.
• Understand and ensure compliance to MalariaGEN governance framework policies and act as officer for governance committees including the Publications and Presentations Committee and the Independent Data Access Committee.

• As part of the Programme Management team contribute to the scientific administration, operational organisation and information management for the research programme. This includes scheduling, organisation and logistics for strategic and scientific activities such as conferences, training workshops and group meetings and international visitors.

• Act as a key point of contact for team members, advising on University and group policies and procedures and, in liaison with team leaders, ensuring they receive necessary training as new members of staff and continuing professional development as appropriate.

• Act as a key point of contact for the scientific community, MalariaGEN partners and MRC Centre members, responding where appropriate and seeking advice or redirecting the query as needed.

• Undertake other responsibilities commensurate with the grade of the post.

Selection criteria

Essential

• Educated to degree level, preferably in a related subject e.g. biology, genetics.
• Experience of working in the scientific sector, either in industry or academia.
• Excellent Communication skills, ability to communicate within a complex team with geographically dispersed staff and with a variety of audiences across different cultural backgrounds.
• Experience of managing websites, email service providers and other on-line resources. Strong writing, editing and proofreading of written content for different communications channels (ie. email, website, blog, social media, internal communication).
• Excellent Project Management skills and the ability to understand complex operational issues. Experience of working with a wide range of audiences from different institutions or third party companies. Well organised and clear thinker with the ability to understand, absorb and relay complex information clearly.
• Proven ability to be self-starting, work to deadlines and manage complex processes involving a number of different people while being respectful of other individuals’ responsibilities.
• Excellent time management and proven ability to manage multiple tasks.
• Excellent interpersonal skills and the ability to develop strong collaborative working relationships internally and across a wide range of stakeholders.
• Excellent negotiating skills and diplomacy

Desirable

• Experience building scientific collaborations and/or communities and co-ordinating community initiatives.
• Work experience in multi-cultural and multi-institutional settings.
• Willingness for occasional travel to meetings including to malaria endemic countries.
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)... fostering your career in science

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.

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

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

Oxford Big Data Institute (BDI)

The Big Data Institute (BDI), is a newly opened, interdisciplinary research centre located within the University of Oxford’s Old Road Campus. The Institute will combine researchers from genomics, epidemiology and infectious disease alongside those from computer science, statistics and engineering to develop the field of big data as applied to biomedical research. Scientists working in the Institute will form an analytical hub, deeply connected to the wider experimental and clinical community in Oxford and beyond, working to solve some of the major challenges in medical research. The BDI aims to develop, evaluate and deploy efficient methods for acquiring and analysing information at scale and for exploiting the opportunities presented by large-scale studies. The Institute will provide core facilities in high-performance computing and high-capacity data management. When fully occupied it will house over 350 researchers.

For more information please visit: http://www.bdi.ox.ac.uk
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. Income from external research contracts in 2015/16 exceeded £537.4m 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

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_the_university/jobs/professionalandmanagement

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.

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.
Benefits of working at the University

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
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