BIG DATA INSTITUTE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Scientific Communications Officer</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Nuffield Department of Medicine</td>
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<tr>
<td>Location</td>
<td>Big Data Institute, The Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Headington, OX3 7LF</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 8 : £39,992 - £47,722 p.a (with a discretionary range up to £52,132 p.a)</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term to 30 June 2021 in the first instance</td>
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<tr>
<td>Reporting to</td>
<td>Professor Simon Hay</td>
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<tr>
<td>Vacancy reference</td>
<td>133197</td>
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<tr>
<th>Research topic</th>
<th>The Global Burden of Disease - Antimicrobial Resistance (AMR) project</th>
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<tr>
<td>Principal Investigator / supervisor</td>
<td>Professor Simon Hay</td>
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<tr>
<td>Funding partner</td>
<td>UK Department Of Health, the Wellcome Trust and the Bill and Melinda Gates Foundation</td>
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Introduction

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

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 state-of-the-art building at Oxford University's Old Road Campus, which opened in March 2017. This interdisciplinary research centre focuses on the analysis of large, complex, heterogeneous data sets for research into the causes and consequences, prevention and treatment of disease. To this end, BDI researchers will develop, evaluate and deploy efficient methods for acquiring and analysing information for large clinical research studies. These approaches will be invaluable in identifying the associations between lifestyle exposures, genetic variants, infections and health outcomes around the globe.
Research is conducted in 4 general themes: genomics, population health, infectious disease surveillance, and methodology (including informatics, statistics, and engineering). Big Data methods could transform the scale (breadth, depth and duration) and efficiency (data accumulation, storage, processing and dissemination) of large-scale clinical research. The work of the BDI requires people and projects that span traditional departmental boundaries and scientific disciplines, supported by technical resources to handle the vast quantities of data they generate.

Under the leadership of Professor Gil McVean (Director) and Professor Martin Landray (Deputy Director), the BDI will comprise around 350 researchers (approx. 30 research groups) drawn from a wide range of departments and will form an analytical hub, deeply connected to the wider experimental and clinical community in Oxford and beyond.

Overview of the role

This is an exciting opportunity to join the new Big Data Institute (BDI), based at the University of Oxford. Research at the BDI will be focused on analysis of biomedical big data, and generation of health knowledge and information. The post holder will be based in the BDI, reporting to a Senior Research Manager in the BDI.

The post holder will contribute to The Global Burden of Disease - Antimicrobial Resistance (AMR) project which is a collaborative grant funded by the UK Department Of Health and related projects over time. The grant is in partnership with the Institute for Health Metrics and Evaluation (IHME), University of Washington. The position will need to work very closely and in alignment with goals jointly determined with senior leadership at within the BDI and at IHME. The purpose of the grant is to collect and synthesise data on the burden of disease associated with AMR, ensure that this data is included in the Global Burden of Disease study (GBD), and map the prevalence and incidence of selected bacteria-antibacterial drug combinations at the highest geographic resolution possible. Ultimately this will support an increased global awareness of AMR and drug resistant infections (DRI) and may drive support for strategies that can reduce AMR/DRI. This will be achieved by the following activities:

1. Data collection from desk review or country visits, data preparation and management.
2. Geospatial disease mapping of AMR.
3. Dissemination of AMR data and estimates through policy briefs, reports, infographics, conference and workshops.
4. Collaboration and support of AMR data collection networks through workshops, the creation of data networks, and expansion of data users.
5. Production of estimates of AMR burden.

The Scientific Communications Officer will focus on engaging a diverse community of stakeholders who are interested in understanding and using findings on population health to inform policy discussions, improve program design, and allocate resources. Stakeholders will include multilaterals, international NGOs, country governments, researchers, health administrators, and other health decision-makers and policy influencers.

The individual in this role will bring experience in the use of data and evidence to inform policy. You must demonstrate the ability to understand data sources and results, and will serve as the relationship manager for key partners at the individual, institutional, and country levels.
Responsibilities/duties

- Understand key concepts, goals, and conclusions of the project. Become articulate about results, key messages, and future implications and communicate scientific vision and activities to external stakeholders.

- Act as an ambassador for the group in local and external collaborations. Present collective results and activities on behalf of the team to technical and non-technical audiences, including representatives from country governments, multilaterals, donor organizations, and academic institutions.

- Develop in-depth familiarity and cultivate relationships with key stakeholders and stakeholder networks, including their political, intellectual, and financial context and interrelationships as relates to health.

- Support the group leader in translating the scientific vision across multiple projects, ensuring the implementation of plans and timely achievement of scientific goals as pertain to key stakeholders. Gather feedback from a variety of communities about how to improve progress toward project goals and to ensure that research is being conducted and communicated effectively.

- Help to build an engaged, vibrant community of stakeholders from across areas of interest to help inform project decisions at the global and country levels. Field and obtain answers to inquiries and requests from potential collaborators and interested stakeholders.

- Cultivate trusted relationships with technical and non-technical audiences, in particular individuals from country governments, multilaterals, donor organizations, health service delivery agencies, nonprofit organizations, and academic institutions with interests in health.

- Identify sources of local knowledge, forging agreements with local collaborators in different settings, and in general instrumentally helping to advance the project through strategic engagement activities.

- Engage with stakeholders to explain BDI’s portfolio of work and explore opportunities for mutual benefit and potential collaboration.

- Develop, communicate, and help implement a clear strategy for data sharing for the group and linked consortia. Explore opportunities for mutual benefit and potential collaboration. Initially this will heavily focus on identification and sharing of data. As the research matures, this will grow to include consultation around methods and estimates, using research results for planning and decision-making, and other forms of engagement with the network.

- Coordinate Data Sharing Agreements and other collaborative agreements for the group, in close liaison with relevant University administrators.

- Anticipate planned deliverables from the collaboration and discern whether to pursue a working agreement, or other documentation of the expectations and responsibilities between the parties.
Identify outreach and engagement opportunities where project staff can connect with the larger population health community and attend research conferences, workshops and project meetings to stay up-to-date on progress in the field.

Help with orientation of new group members in familiarising them with the range of group activities, research opportunities, and stakeholders engaged in the research portfolio.

Identify opportunities where project staff can help to increase the use and application of an expanding quantitative evidence base by decision-makers in health.

Coordinate scientific reporting to the funders on projects; liaise with administrative staff to ensure timely financial reports; and manage relationships with funders to ensure satisfactory completion of all deliverables.

Liaise with researchers to understand findings, developments, and future directions of research.

Act as an agile and informed emissary of the BDI in complex political settings.

Assist the group leader with delivering a program of events that help to bring together and reinforce communities of shared interest and affinity to expand the project’s network and increase the impact of its work. Manage logistics, vendors, agendas, invitations, briefings, and other related aspects.

Assist in planning and writing briefs, presentations, reports, stories, and other materials to summarize and advance the work of the project and its networks. Consult with policy translation and publications staff on writing and design projects. Help group members prepare for scientific presentations and develop their visibility as independent researchers.

Actively participate in a collaborative work environment and take on other duties as assigned as a member of the project.

Develop and implement a strategic communication plan within the project context; regularly develop engagement materials; align objectives, organise and delegate to other members of the team to help implement the communication plan. Speak to diverse audiences in a language and manner that connects with their interests while explaining in clear terms BDI’s work and mission.

Work closely with the Senior Research Manager to raise research funds and engage with stakeholders and the project network to ensure new grant applications include their priorities.

Help to engage the BDI community more broadly with applicable seminars, workshop, and visitors.

Develop the group’s web presence
Selection criteria

Essential

- Hold a relevant PhD in biological, social sciences, communications, political science or related field or equivalent combination of education and experience.
- A passion for communicating cutting edge-science to a wide audience. Must exhibit strong desire and ability to learn new intellectual content across different disciplines in a timely fashion.
- Must have established connections at the international level with funders, multi- and bilaterals, NGOs and others who use data and evidence to develop policies and programs.
- Subject-matter expertise and comfort with medical terminology and in conversing regarding AMR.
- Demonstrated understanding of how countries use evidence to develop policies and programs.
- Excellent verbal and written communication skills, including ability to prepare and deliver effective presentations to connect with and educate stakeholders; to communicate with people from multiple disciplines; make connections and translate concepts across different technical and non-technical audiences; adapt to different organisational settings – including local governments and donor organisations – and carry out communications and relationship management in accord with them.
- Excellent interpersonal skills; a cooperative team player, energetic, able to develop productive relationships with colleagues and collaborators.
- Ability to grasp and effectively communicate the big picture, and to liaise with and organize a team to ensure scientific details are accurate. Demonstrated relationship management experience required.
- Ability to identify and create mutually beneficial opportunities for collaboration.
- Ability to work independently and with own initiative and minimal direction in a fast-paced, dynamic environment, whilst reporting regularly to the Group Leader about progress on projects and assignment of priorities and resources.
- Excellent organisational and time-management skills, with the ability to prioritise tasks, adapt to changing demands and manage a complex workload of their own and that of other project members to work together to meet deadlines.
- Excellent IT skills including word-processing, presentation software, and/or web tools.
- Travel required up to 25% of time.
Desirable

- Experience of managing logistical aspects of large, complex collaborative research grants
- Experience working on large collaborative projects and in multidisciplinary teams.

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/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+/

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.
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