Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Programme Director – UK Knowledge Exchange Spine (New Therapeutics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM)</td>
</tr>
<tr>
<td>Location</td>
<td>Structural Genomics Consortium, Old Road Campus Research Building, Headington, Oxford</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 10: £53,691- £62,219 per annum with a discretionary range to £67,972 p.a.</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term for three years (HEFCE funding)</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Professor Chas Bountra (Oxford University) &amp; Professor Janet Lord (Birmingham University)</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>134218</td>
</tr>
<tr>
<td>Additional information</td>
<td>This is an exciting role to lead a new national network of collaborators ‘the UK Knowledge Exchange Spine (UK-KXS)</td>
</tr>
</tbody>
</table>

The role

A major goal of the Life Sciences Industrial Strategy is to establish the UK as a global hub for clinical research and medical innovation, through novel and efficient partnerships between industry, the NHS, academia, charities and research funders. Critical to achieving this ambition is improved Knowledge Exchange (KE), which has to date suffered from limited bi-directional (or even unidirectional) flow of information; intra-sectoral competition; and a lack of clarity on mechanisms for multi-disciplinary approaches and shared rewards. To address this challenge, HEFCE’s Connecting Capability Fund (CCF) is supporting the establishment of a national network of collaborators to consolidate UK capabilities and accelerate impact by pooling the expertise, resources, and infrastructures of 3 HEIs (Universities of Oxford, Birmingham and Dundee) – the UK Knowledge Exchange Spine (UK-KXS).
Within this wider framework, we have chosen an exemplar project for collaboration. One of the biggest healthcare challenges facing the UK and indeed the world is to improve therapeutics for the elderly and to reduce the impact of many age-related comorbidities. We have initiated a national network of collaborators, linking the core HEI partners with the Medicines Discovery Catapult and The Francis Crick Institute. Together we will create the tools, ideas/ knowledge, and pathways for developing new therapeutics for diseases linked with ageing, help industry exploit them, work with investors to create new companies and associated jobs, and embrace the NHS as co-creators as well as adopters of innovation. This ambitious project will provide core proof of principle and insight aligned to our wider HEFCE CCF framework of KE and open innovation between not only the core partners but the wider UK academic, clinical, charitable and industry landscape.

You will lead the newly established UK-KXS team funded through the HEFCE CCF award, led by Oxford in collaboration with Birmingham. You will be based in Oxford as part of the Structural Genomics Consortium reporting jointly to Professor Chas Bountra in Oxford and Professor Janet Lord in Birmingham, and will work closely with and across the core hubs within the UK-KXS. You will be an experienced policy leader with a background in the sector’s professional bodies such as the Academy of Medical Sciences, RCUK, NIHR or similar and with relevant NHS experience to take a strategic development approach when delivering the HEFCE CCF award.

**Responsibilities**

- Establish and ensure delivery of effective and influential relationships with key external (regional and national) organisations including UK-KXS member/associate organisations, NHS commissioners, higher education, research funding organisations, charities, the NHS, government departments and industry.
- With established institutional leads as well as external stakeholders, contribute to the coordination of the ongoing evolution and realisation of a clear vision for implementation of innovations in therapeutics and technologies for age-related medical challenges arising from KE activities stimulated by UK-KXS, ensuring ambitions and intents in each newly identified area are effectively articulated, agreed and delivered.
- Develop and implement strategies for effective external engagement, building links with key stakeholders
- Promoting UK-KXS strategies at both national and international levels, including interactions with government departments and ministers, funding agencies, and international bodies.
- Ensure implementation of agreed strategies and deliver progress and performance reports to the governance committees including HEFCE CCF and UK-KXS, and boards of member organisations.
- Ensuring an appropriate programme or project management framework is in place
- Ensure an effective governance framework is developed and established across member organisations; with appropriate reporting, accountability and, where relevant, delegated authority.
- Ensure prudent financial management of resources associated with the UK-KXS project, primarily related to the HEFCE CCF investment.
- Develop and deliver a plan for obtaining new funding from UK and International sources, e.g. RCUK, EU, UKSA, ESA, and industry.
- Develop strategies for the generation and documentation of impact according to the HEFCE Research Excellence Framework, but also creating case studies and exemplars that are well-evidenced and readily-digestible for other external stakeholders, including industry.
- Provide Professional accountability and where appropriate line management/oversight of the UK-KXS associated team members.
- A willingness to work flexibly to meet project milestones.
- Operate on high levels of strategic insight, communication skills and accountability
- Stakeholder management - an understanding of the needs of the full spectrum of research users, governments, policy makers, the private sector, the third sector and publics in accessing the UK-KXS network.
- Acquire and transfer in-depth knowledge of current policies and debates relating to knowledge exchange and impact in the UK and an appreciation of the extent to which such models are developing in other countries and regions.

**Selection criteria**

**Essential selection criteria**

- Evidence of influence in the field, and ability to translate from academic theory to practical application and vice versa.
- Working knowledge of the Drug development process from target discovery to early phase clinical trials.
- Ability to operate with credibility across a number of disciplines and across stakeholder boundaries to enable effective knowledge exchange.
- Senior management experience, with a proven track record of cultivating and leading successful teams and planning, leading, and executing strategy.
- Evidence of fundraising or grant-related success to create a sustainable business model.
- Evidence of working collaboratively with all levels of colleagues, including research and teaching faculty and senior administrative staff in academia and industry, and evidence of a collaborative style that emphasises partnership and teamwork.
- An International network of relevant professional, industrial, public sector and academic contacts.
- Experience of organisational and strategic design, and delivering knowledge exchange activities in a university or research institute context, including cross-sector and industrial partners.
- Proven track-record in operating across different degrees of Open Innovation (including Open Science) to accelerate generation, uptake, exploitation and translation of novel concepts and Open KE frameworks.
- Strong interpersonal, communication and presentation skills and ability to travel to UK-KXS network sites.
Desirable selection criteria

- PhD in a biological science related discipline.
- Background in professional research funding and coordination bodies such as the Academy of Medical Sciences, RCUK, NIHR or similar.
- Relevant experience of working in the NHS or engaging with NHS institutions.
- Relationship management experience.
- Good time management and organisational skills.

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.

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.

..fostering your career in science

For more information please visit: www.ndm.ox.ac.uk/home

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 to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: www.ndm.ox.ac.uk/athena-swan

Structural Genomics Consortium (SGC)

The Structural Genomics Consortium (SGC), a not-for-profit, public-private partnership funds pre-competitive research that contributes to new hypotheses in understanding and treating human disease, and the subsequent identification of new targets for drug discovery. The SGC supports pioneering research at the University of Oxford (UK), University of Toronto (Canada), University of Campinas (Brazil), and University of North Carolina (USA). The reagents and knowledge related to human proteins that the SGC supports are made openly accessible to researchers around the world to accelerate the discovery of new medicines in order to bring potentially life-saving drugs to market faster and at a lower cost.

SGC Oxford, a part of the Nuffield Department of Clinical Medicine, receives funding from public, charitable and private sector organisations such as the European Commission, UK Research Councils, Wellcome Trust, and pharmaceutical companies. Research in SGC Oxford is focused on the production and characterisation of the 3-dimensional structures of soluble and of integral membrane proteins, the discovery of selective chemical probes that can modulate protein function, and the development of target enabling packages that transform genetic hits into starting points for drug discovery. SGC Oxford shares its research outputs through collaborations with researchers worldwide.

For more information please visit: http://www.thesgc.org/scientists/groups/oxford/

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.

### 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

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/.

**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/.