Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Manager-MMVC</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>Jenner Institute, Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital, Old Road, Headington, Oxford, OX3 7LJ.</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 8: £37,382-£44,607 per annum (depending on experience, may be offered at Grade 7 with reduced duties)</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term – 3 years initially</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Professor Adrian Hill, Director of the Jenner Institute</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>135125</td>
</tr>
<tr>
<td>Other</td>
<td>Some overseas travel to partner sites in Africa and Europe will be required.</td>
</tr>
</tbody>
</table>

The role

The Jenner Institute is seeking to appoint a Senior Project Manager to support the Multi-Stage Malaria Vaccine Consortium (MMVC), an European & Developing Countries Clinical Trials Partnership (EDCTP) funded proposal. The MMVC consortium is developing a four-stage vaccine against malaria, which will be evaluated in a series of Phase I and II clinical trials in East and West Africa over 5 years. The consortium comprises a mixture of very experienced and new African trial sites with leading northern institutions and companies and offers an unprecedented opportunity for rapid development of a deployable high-efficacy malaria vaccine. You will be based at the Churchill Centre for Vaccinology and Tropical Medicine, Headington, Oxford and report to Professor Adrian Hill who leads the malaria vaccine program.

The project manager will be crucial to the success of this consortium. You will be a scientifically trained graduate with extensive relevant experience in research and grant...
management and coordination of large research programmes. You will play a central role in the smooth running of all aspects of the program, liaising between the consortium members, and managing all communication between the partners and the funder. You will support the consortium partners that are awarded funding, closely monitoring their outputs to ensure that the project objectives, milestones and deliverables are achieved within the agreed budget and timeframe. You will have a key role within the Project Steering Committee (PMC), organising and attending meetings, and ensuring engagement of the Scientific Advisory Board (SAB). You will take primary responsibility for financial and administrative reporting to the funder and co-ordinate publications arising from the consortium.

You will be involved in developing the project from the outset and it will be expected that you will develop new contacts, working closely with the Program Leader. You will be confident and competent in working closely with all sectors.

If you have a strong scientific background, relevant experience and knowledge in project management, we encourage you to apply.

**Responsibilities**

- To support Professor Hill in managing and leading the MMVC consortium
- To ensure all work package activities within the grant are properly coordinated and that all deliverables and milestones are met in a timely manner
- Arrange project meetings (internal and external) and coordinate reporting to EDCTP
- Assist with the establishment of the Project Steering Committee (PSC) and the Project Management and monitoring Committee (PMMC) and schedule regular meetings of both committees
- Coordinate project reporting, including internal reports to the PSC, deliverable and milestone reports to EDCTP and ensure approval of reports by the PSC prior to submission.
- Assist with sponsor activities for the clinical trials within the consortium requiring approvals from regulatory authorities and ethical committees prior to the start of each trial. You will liaise closely with the University Clinical Trials & Research Governance unit (CTRG) to ensure regulatory compliance.
- Assist with ensuring availability of vaccine supply and shipping of vaccine to trial sites.
- Assist with the identification and deployment of suitably qualified and experienced clinical trial monitors for African clinical trial sites and support trial monitoring activity.
- To attend scientific seminars, meetings and training as appropriate.
- To act at all times in the best interest of the Institute to ensure projects are managed in accordance to good clinical and research practice
- To participate and support public engagement activities on behalf of the Institute.
- To work effectively both independently and as part of a team.
- To influence others effectively at all organisational levels internally and externally
- To provide effective financial and operational management and advice for the Institute and its scientists liaising effectively with all the key stakeholders
Selection criteria

Essential selection criteria

- A science degree, ideally in Biology or other relevant subject, ideally related to vaccine research.
- Substantial project management experience with an ability to manage and to support management of financial and operational resources and research budgets.
- Highly organised with an ability to manage a vast amount of relatively complex information and to prioritise a demanding workload with competing deadlines.
- Excellent verbal and written communication skills, including strong interpersonal skills to work efficiently with a wide variety of people internationally.
- Experience of managing research projects based in LMIC.
- Critical thinking ability and good problem-solving skills, eye for detail and an ability to work to high standards consistently.
- Good Computer Skills.

Desirable selection criteria

- PhD in a related area, e.g. immunology and familiarity with current challenges in vaccinology.
- Experience and knowledge of immunology.
- Experience of vaccine testing in clinical trials.
- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector.

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 2014/15 exceeded £522.9m 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.
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: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

The Jenner Institute - Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital, Oxford

Scientists at the Jenner Institute, University of Oxford, have developed new candidate vaccines for malaria, tuberculosis, HIV, influenza and a wide range of other pathogens. Clinical trials are in progress for eight infectious disease areas. See www.jenner.ac.uk. The Jenner Institute is one of the largest university based vaccine institutes globally.

Over the last three years a new cancer vaccine immunotherapy programme, including a multi-site trial in prostate cancer, has been in progress in close collaboration with the departments of oncology and surgery.
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 must explain how you meet each of 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

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