Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>VALIDATE Network Assistant</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM), Jenner Institute</td>
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<tr>
<td>Location</td>
<td>Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 4 (£21,585 – £24,983 per annum)</td>
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<tr>
<td>Hours</td>
<td>Full time (36.5 hours per week)</td>
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<tr>
<td>Contract type</td>
<td>Fixed-Term until May 2020; to start as soon as possible</td>
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<tr>
<td>Reporting to</td>
<td>VALIDATE Network Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>135550</td>
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The role
VALIDATE (“VAccine deveLopment for complex Intracellular neglecteD pATHogEns”) is an international network aiming to bring together researchers, industry partners, and governmental and non-governmental agencies in the UK and Low and Middle Income Countries (LMICs) to accelerate vaccine development for neglected diseases linked to poverty.

VALIDATE’s initial focus is on four pathogens: *Mycobacterium tuberculosis*, which causes tuberculosis (TB), *Mycobacterium leprae*, which causes leprosy, *Leishmania* species, causing leishmaniasis, and *Burkholderia pseudomallei*, causing melioidosis. These diseases have enormous impact on LMICs, for example, the World Health Organisation (WHO) estimates 100m disability adjusted life years to TB in India alone, while leishmaniasis affects ~150m people in 98 countries.

Development of efficacious vaccines is the most cost-effective way to control these diseases. The VALIDATE Network aims to make significant progress towards vaccine development for these neglected diseases through maximising the sharing and dissemination of data and knowledge; encouraging increased collaboration across institutes, disciplines and pathogens; and by disseminating pump-priming funding. It also aims to encourage Continuing Professional Development and career progression amongst its...
members via a central hub website that highlights opportunities in the field, and by providing workshops, seminars, a mentoring scheme, and training grants.

To date the Network has 125 members at 66 institutes across 28 countries, including 35 Universities, 16 governmental agencies, 4 non-governmental organisations, and 8 industry partners, and this will increase. The VALIDATE Network Assistant is a new post. S/he will work closely with Professor Helen McShane, the Network Director (University of Oxford), Associate Prof Helen Fletcher, the Network Co-Director (LSHTM), and Samantha Vermaak, the VALIDATE Network Manager (University of Oxford), to assist with the day-to-day running of the Network and its activities.

The post is based at the Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Oxford (www.ccvtm.ox.ac.uk).

**Responsibilities**

- Provide administrative support for the VALIDATE Management Team, communicating and working effectively and assisting in all aspects of the Network’s activities as appropriate
- Assist with VALIDATE internal and external communications, including keeping the website (www.validate-network.org) and social media (@NetworkValidate) up-to-date, interesting and relevant
- Assist with coordinating Network membership and outreach activities
- Assist with managing VALIDATE grant calls
- Assist with event management of seminars, workshops and annual meetings
- Assist with coordinating the VALIDATE mentoring scheme
- Provide financial administration support (e.g. raising requisitions, purchasing goods on the project), liaising closely with the department finance team
- Any other duties consistent with the grade

**Selection criteria**

**Essential selection criteria**

- A Levels at grade A-C, including English and Maths
- Excellent communication and interpersonal skills, with the ability to communicate effectively with people at all levels both verbally and in writing
- Be able to work as part of a team, but also able to operate independently and proactively
- Excellent organisation skills and ability to manage own time and prioritise own workload
- Excellent attention to detail and an ability to work to high standards consistently
- Comprehensive working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook, as well as the internet and social media
- A responsible nature with a professional approach to work

**Desirable selection criteria**

- Quick learner, who enjoys taking on new challenges in a supportive environment
- Previous administration experience
- Previous communications experience
- Experience of working on research projects based in developing countries
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: 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. For more information please visit: http://www.jenner.ac.uk/ & http://www.tropicalmedicine.ox.ac.uk/home

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 midnight 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.

**Information Security**

Information is critical to The University of Oxford operations and failure to protect information increases the risk of financial and reputational losses. NDM is committed to protecting information, in all its forms, from loss of **confidentiality, integrity and availability**. Users are required to complete information security awareness training and are responsible for making informed decisions to protect the information that they process. Wilful failure to comply with the policy and baseline will be treated extremely seriously by the University and
may result in enforcement action on The Nuffield Department of Clinical Medicine and/or an individual. For full details please see University Information Security Policy and Implementation Guidance.

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