## Big Data Institute

<table>
<thead>
<tr>
<th>Job title</th>
<th>Scientific Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences Division</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine</td>
</tr>
<tr>
<td>Location</td>
<td>Big Data Institute, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Oxford, OX3 7LF</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 8: £40,792 - £48,677 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed term until 30 June 2021 in the first instance</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Professor Deirdre Hollingsworth</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>138177</td>
</tr>
<tr>
<td>Additional information</td>
<td>Funded by the Bill and Melinda Gates Foundation</td>
</tr>
<tr>
<td></td>
<td>Some overseas travel to collaborators, who are based in Africa, Europe and USA</td>
</tr>
</tbody>
</table>

## 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 2016/17 exceeded £564m and we rank first in the UK for
Big Data Institute

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/
Big Data Institute

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

Job Description

Background

This is an exciting opportunity to join the new Big Data Institute, based at the University of Oxford, working with Professor Déirdre Hollingsworth and the neglected tropical disease (NTD) Modelling Consortium. Research at the BDI is focussed on analysis of biomedical big data, and generation of health knowledge and information. The post holder will be a scientific manager working with Professor Hollingsworth and an international network of researchers, managing large grants with multiple academic groups across multiple countries.

Neglected tropical diseases are preventable and treatable diseases that predominantly affect the ‘bottom billion’ of the world’s poorest populations, causing disfigurement, disability and have a negative impact on life-expectancy, education and long term potential of affected individuals. The World Health Organization has targeted several NTDs for elimination over the coming decade, and there is enormous global investment in these diseases due to their role in maintaining the cycle of poverty. Professor Hollingsworth and the NTD Modelling Consortium are developing mathematical models and statistical analyses to support national and international efforts to eliminate these diseases. The Consortium works with a broad range of international partners, including intergovernmental bodies, national governments and non-governmental organisations.

The NTD Modelling Consortium is an international network of researchers developing mathematical models to understand the transmission dynamics of seven diseases. It is predominantly funded by the Bill and Melinda Gates Foundation. The consortium is led by Professor Hollingsworth and her team oversee the administrative and scientific management of the activities. They aim to provide high quality scientific advice to international and national policy makers, as well as provide input to a range of scientific activities. This requires not only excellence in multidisciplinary, collaborative research, but also a passion for effective communication of the outputs in novel and accessible ways.
Overview of the role

The scientific manager will work with Professor Hollingsworth and her team to deliver scientific outputs which deliver real-world impact. This will involve liaison between stakeholders, including the Bill and Melinda Gates Foundation and the World Health Organisation, to identify their needs and knowledge gaps, as well as liaising with the researchers in the consortium to ensure effective, dynamic response to those needs.

You will take primary responsibility for designing and delivering scientific outputs for two large grants ($12m in value) with international sub-awardees. The consortium is primarily funded for a portfolio of activities by the Bill and Melinda Gates Foundation, and the scientific manager will regularly liaise with them. They will ensure effective communication of the delivery schedules, activities and outputs to partners internally and externally.

You will have an excellent understanding of the scientific aims of the group, and will communicate a scientific vision to external stakeholders, through attending scientific and public meetings and conferences, developing a web and social media presence for The Consortium, and be involved in public speaking on behalf of the group.

The scientific manager will join a diverse and creative team who aim to deliver high quality research addressing real world questions with a passion for creating impact at a global level. They will be expected to work closely with a dedicated project manager for delivery of these grants, the BDI Consortium researchers as well as being part of the administrative team in BDI. They will regularly communicate and liaise with the scientific and administrative teams in 11 institutions in the UK, Europe and USA. They will organise meetings with stakeholders 3 or 4 times a year, primarily in the UK, Europe and USA, but occasionally in Africa and Asia.

They will assist the team with developing grant applications to different grant awarding bodies, reporting on deliverables, and supporting the wider development of the group both through identifying partnerships and linkages with other groups, as well as in identifying appropriate training opportunities for Consortium members. The scientific manager will provide support to development of the wider scientific strategy for the Consortium, remaining up to date with all NTD related developments, networks, initiatives and research and linking it with broader group activities.

Responsibilities

- Support the group leader in driving the scientific strategy of her group and the NTD modelling consortium, assisting in translating the vision across multiple projects, ensuring the implementation of plans and timely achievement of scientific goals.
- Coordinate scientific reporting to the funders on projects.
Big Data Institute

- Coordinate applications and reports to ethics review boards and other regulators, and ensure all members of the team understand and comply with necessary requirements.
- Coordinate data sharing agreements and other collaborative agreements, for the group, in close liaison with relevant University administrators.
- Provide a level of oversight for the work of the Consortium, including identifying gaps in policy and practice, and areas of linkages with other stakeholders, groups and research.
- Help with orientation of new group members in familiarizing them with the range of group activities and research opportunities, and orienting them to the wider organization.
- Develop and implement a program of scientific skills training for the members of the group. Mentor members of the group in their individual scientific and career skills program.
- Develop staff development and career development strategies (including collating and communicating on fellowship and funding opportunities and deadlines). Lead team events such as 'away days'.
- Develop the group’s web presence, and communicate scientific vision and activities to external stakeholders.
- Assisting in planning and writing grants, project proposals, fellowship applications and scientific publications. Help group members prepare for scientific presentations. Help group members develop their visibility as independent researchers.
- Attend research conferences and workshops and project meetings to stay up-to-date on progress in the field.
- Develop, communicate, and help implement a clear strategy for data sharing for the group and linked consortia.
- Act as an ambassador for the group in local and external collaborations. Present collective results and activities on behalf of the team.
- Provide pastoral support for members of the Hollingsworth group, including organization and implementation of team activities.

Selection criteria

Essential

- Hold or be close to completion of a PhD in a relevant biological, biomedical or mathematical sciences or related subject.
- Excellent verbal and written communication skills, including ability to communicate with people from multiple disciplines, particularly clinicians, scientists and bioinformaticians as well as communicating with lay audiences.
- Excellent scientific writing skills, including technical reports and scientific abstracts.
Big Data Institute

- Excellent interpersonal skills, including ability to form relationships with key stakeholders.
- A passion for communicating cutting-edge science to a wide audience
- Ability to grasp and effectively communicate big picture, and to liaise with and organize a team to ensure scientific details are accurate.
- Ability to work independently and with own initiative 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.

Desirable

- Experience of working in an academic environment, either as a postdoctoral researcher or scientific manager.
- Experience of managing financial and/or logistical aspects of a project
- Knowledge and familiarity with infectious disease dynamics and/or other topics in public health linked to infectious diseases.
- Experience of working in or with teams working in low and middle income countries
- Knowledge of issues surrounding Open Data and patient confidentiality
- Experience working on large collaborative projects and in multidisciplinary teams.
- Experience of web development.

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 https://www.ox.ac.uk/about/jobs/research/

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.
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/.

**Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

**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
Big Data Institute

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides social, sporting and hospitality facilities. 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

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation and local schools. See www.welcome.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 service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space. See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks
Big Data Institute

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/.

Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.