

<b>Job title</b>	Infectious Diseases Data Observatory (IDDO) Programme Manager
<b>Division</b>	Medical Sciences
<b>Department</b>	Infectious Diseases Data Observatory (IDDO), Centre for Tropical Medicine & Global Health, Nuffield Department of Medicine (NDM)
<b>Location</b>	Nuffield Department of Medicine Building, Old Road Campus, Headington, Oxford, OX3 7FZ
<b>Grade and salary</b>	Grade 7: £32,236 - £39,609 p.a.
<b>Hours</b>	Full-time 37.5 hours per week
<b>Contract type</b>	Fixed-term for 9months in the first instance
<b>Reporting to</b>	IDDO Senior Scientist
<b>Vacancy reference</b>	<b>138972</b>

## The role

As an IDDO Programme Manager you will work across the IDDO portfolio of emerging infections (EI) and neglected poverty related diseases (NPRD) data themes. S/he will help to deliver the programmes which achieve IDDO's vision and mission, which are intended to have a lasting impact on global health.

The role will be varied across IDDO themes and include project management, stakeholder engagement, administrative activities and require an understanding of clinical trials data and data management . S/he will lead complex projects, which will require not only the willingness to dive into the details, but also the ability to see the "big picture". A science graduate with excellent communication and interpersonal skills is required to build strong, trusting relationships and bring ownership and oversight to the programmatic work which requires the engagement of internal and external partners.

The post holder will be based at the University of Oxford, Old Road Campus, and will report to the IDDO Senior Scientist. S/he will work closely with the IDDO Head of Statistics, the Data Management Team, the Informatics Group, the Communications Team, the Senior Scientists and the Operations Team to ensure the delivery of agreed activities that support IDDO's strategic, scientific and operational goals. S/he will support the supervision of any visiting fellows, students and/or consultants working on relevant projects.



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The Programme Manager will take a proactive role in encouraging and securing engagement from a range of stakeholders across the emerging infections and neglected poverty related disease communities, both nationally and internationally. This will include travel to varied countries. S/he may be required to give presentations at conferences and other relevant meetings or workshops. Design and coordination of stakeholder engagement activities will be an important aspect of the role.

## Responsibilities

The post holder will work across the IDDO themes as follows:

- Project manage current or proposed emerging infections and neglected poverty related disease data platform activities, including coordinating the activities of the IDDO teams including Informatics, Communications, Data Management, Science and Operations.
- Maintain the IDDO Platforms (tracking) Spreadsheet as necessary and use it to ensure effective integration of timelines and timely achievement of milestones.
- Provide operational and secretarial support to disease specific platform committees.
- As needed, support the design and implementation of robust ethical and data governance frameworks across the data platforms.
- Liaise with and inform the platform governance bodies of recent advances in the organisation and the field at large; implement where appropriate their recommendations.
- Track and communicate data platform activities which involve external stakeholders such as the development of a governance structure, capacity strengthening or public engagement activities.
- Produce monthly/quarterly reports of platform activities as required, e.g. IDDO Board or Scientific Advisory Committees.
- Contribute to the preparation of annual/final grant reports to funders/donors to meet reporting requirements.
- Coordinate and contribute to the strategic development of new funding proposals for future projects.
- Support the IDDO Head of Operations to track Programme finances and expenditure, funds allocation and review budget forecasting across the Platform.
- Support the writing and editing of key documents including study protocols, ethics applications and project summaries & briefs.
- Perform literature reviews and maintain an updated literature database (including latest publications, trials, etc.)
- Work closely with the Data Management team to support the management and curation of clinical trials data and to ensure the accurate and complete submission of study datasets and associated documentation involving direct communication with data contributors from around the globe
- Work closely with the Informatics Group to develop novel online tools and visualisations, applications and methods for processing, analysing and reporting data that are requested by the research community.

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The post holder will work with the IDDO Communications and Advocacy Team to promote disease specific activities/outputs locally and internationally.

- Develop plans to engage relevant communities in the design and use of IDDO platforms, with a focus on the scientific/academic community.
- Support the design and development of website content.
- Maintain close communication, and high quality interactions with key stakeholders e.g. research scientists, policy makers and funding bodies.
- Present IDDO's activities and findings at international scientific meetings.
- Help generate ideas for, and support the implementation of, innovative campaigns and activities that will raise the international visibility of IDDO and the platforms, especially in endemic countries and regions.
- Work with key IDDO staff to consider and develop capacity strengthening initiatives for partners in LMICs:
- Support preparations for conferences, meetings and events including contributing to publications, abstracts, posters, presentations and related material, both electronic and in printed format.
- Additional duties as delegated and appropriate for the grade.

## Essential selection criteria

- An undergraduate degree in a relevant scientific or health related discipline or equivalent experience.
- Experience in supervision of research teams, students or other staff members.
- A self-starter with experience of working in challenging environments.
- Proven administrative and project management skills, including attention to detail and the ability to keep accurate tracking records.
- Strong analytical, writing and verbal skills for communicating with a broad and diverse audience.
- A track record of working with or in a developing country setting.
- The ability to understand and interpret complex research and scientific projects, and to communicate key messages to specialist and non-specialist audiences.
- Strong diplomacy skills - personal sensitivity and tact to deal with a complex, multi-cultural and diverse global health network.
- The flexibility to change plans and respond to urgent or last minute opportunities.
- A willingness to travel for meetings and events, including to low-resource settings.
- Proven track record of building trust based relationships with internal and external stakeholders.
- Experience working with or at funding organisations and academic institutions.
- Experience in policy development or working with international health policy makers.

## Desirable selection criteria

- A higher degree in infectious diseases, public health or a related topic, or equivalent experience.
- A relevant business or project management qualification.
- Experience of conducting and analysing biomedical research and clinical trials especially with large and diverse datasets.
- An awareness of the issues involved in obtaining data relating to human subjects
- Knowledge or previous experience with data sharing and management.
- An understanding of statistical analysis and packages.
- Fluency or working level in an additional language, either French or Spanish.

## 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 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](http://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



## Centre for Tropical Medicine and Global Health

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](http://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.

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

*.....fostering your career in science.*

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 in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: [www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/](http://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/)

## Tropical Medicine and Global Health

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford. Our research ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia,





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the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

The Centre's annual turnover is in excess of £48m per annum with over 100 externally funded research grants and donations.

For more information please visit: <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 <https://www.ox.ac.uk/about/jobs/professionalandmanagement/> <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.

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](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://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](http://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/](http://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/](http://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/](http://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 69<sup>th</sup> 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+/](http://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+/](http://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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://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/](http://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/](http://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](http://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/](http://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](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including





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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/](http://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](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)

