Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Manager – Malaria Vaccine Development</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM)</td>
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<tr>
<td>Location</td>
<td>Jenner Institute, Old Road Campus Research Building, Headington, Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 8: £40,792 - £48,677 per annum.</td>
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<tr>
<td>Hours</td>
<td>Full time; we would consider a suitably-qualified candidate who wishes to work 4 days per week.</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term – 2 years in the first instance</td>
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<tr>
<td>Reporting to</td>
<td>Prof Simon Draper</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>139244</td>
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The role

Professor Simon Draper’s research group at the Jenner Institute is focused on developing innovative vaccine candidates against the malaria parasite, testing them in preclinical studies with an aim to progress the most promising candidates to clinical trials. A number of vaccine candidates are currently being tested in Phase I/IIa clinical trials in Oxford. These include vaccines against both *Plasmodium falciparum* and *Plasmodium vivax*. We actively collaborate with a large number of academic and industrial partners.

The research group has a strong translational focus, seeking to develop innovative and new concepts in vaccine or antibody-based design and delivery. Over the last 10 years we have translated nine vaccine candidates, including viral vectors and recombinant proteins, into Phase Ia and Ila clinical trials in the UK and Africa. These trials evaluate the safety and immunogenicity in healthy volunteer subjects, including experimental malaria challenge studies to test vaccine efficacy. A number of these trials are conducted with academic and industrial collaborators at both a national and international level.

The group has a strong record of attracting external grant funding, a strong publication record, and has expanded significantly in recent years. We aim to foster scientific excellence.
within a friendly, open and free-thinking environment. There is a strong translational emphasis, with full integration of the clinical and laboratory teams.

We are now looking to appoint a Project Manager to co-ordinate a number of preclinical vaccine development projects, as well as to co-ordinate the development of a novel vaccine through the process of producing the vaccine in accordance with Good Manufacturing Practice (GMP) prior to initiating clinical trials. Your main responsibility will be providing management support to this range of projects led by Prof Draper. The programme has a diversity of funders, and strong links with industry and a variety of non-industrial / academic collaborators. This will be a key role within the group ensuring successful completion of our research programmes.

For more information about the group, see: http://www.jenner.ac.uk/blood-stage-vaccines

The group’s translational activity is underpinned by a strong programme of preclinical work, seeking to design and validate future generations of vaccines or antibody-based interventions. Previously, our principal focus has been upon the development of malaria vaccines, including replication-deficient viral vector platforms. More recently, we have developed programmes using recombinant protein and nanoparticle or virus-like particle approaches, and are diversifying our work to use the platforms we have developed to produce monoclonal antibodies (mAbs) for various applications. Recently, we have initiated programmes to isolate recombinant human mAbs from vaccinated volunteers in order to interrogate the human B cell response to vaccination and to characterise critical epitopes on antigenic targets of interest. In parallel, we have a number of projects funded by industrial partners, working towards the development of new vaccine adjuvants, as well therapeutic mAbs and proteins for other non-communicable disease conditions.

This post will provide highly valuable project management support across a range of ongoing and new programmes of work being undertaken by the Draper group. You will be based at the Old Road Campus Research Building (ORCRB) in Headington, Oxford. Liaising with the clinical team will also be required, who are based in the clinical trials centre (CCVTM) on the same Old Road Campus / Churchill Hospital site.

The role will specifically involve managing the manufacture of a new malaria vaccine candidate through the GMP process. You will have the lead day-to-day responsibility for the successful execution of the project on-time and on-budget, supported by Prof Draper and other team members and scientists. You will be responsible for managing interactions between the various internal team members (preclinical and clinical), a number of external private-sector contractors and collaborators and the funders.

You would ideally have personal experience of performing scientific research to PhD level or equivalent, experience of scientific project management including prior experience of a project with similar scale and complexity, and prior involvement with GMP manufacturing and the related regulatory affairs. We recognise however that few individuals will have all of these attributes and we would aim to support you with appropriate training to meet the needs of the role and support onward career progression.

Informal enquiries about this post can be addressed to: simon.draper@ndm.ox.ac.uk. Applicants who meet the essential selection criteria and wish any further information are encouraged to make contact.
Responsibilities

To project manage the Process Development and GMP manufacture of new malaria vaccines at external contract manufacturing organisations, including:

- Provide GMP technical expertise;
- Monitor expenditure throughout the lifetime of the project to avoid overspend;
- Liaise with stakeholders, funders and CMOs to ensure each manufacture is achieved on-time and on-budget and is compliant with the relevant national GMP regulations;
- Review of contracts and technical agreements;
- Development and review of Technical and Manufacturing Agreements;
- Oversight of the preparation of pre-GMP starting materials and documentation at the Draper laboratory;
- Development of QC testing strategies compliant with the relevant national regulatory agency requirements;
- Preparation of regulatory documentation for each vaccine, e.g. IMPDs, IBs, and assist the clinical trials team with the relevant ethical and regulatory submissions;
- Commission preclinical testing by CROs as required.

- To support Professor Draper in managing and leading preclinical research projects, including:
  - To ensure all work package activities within each grant are properly co-ordinated and that all deliverables and milestones are met in a timely manner;
  - Assist with the establishment of any necessary committees, such as Scientific Advisory Board (SAB), Project Steering Committee (PSC), Data Management and Ethics Monitoring Committee (DMEC), and schedule regular meetings as required;
  - Co-ordinate the development of any necessary Grant Agreements, Project Plans, Budgets and Collaboration Agreements in liaison with Research Services, Research Accounts and the grants team;
  - Communication with and co-ordination of the efforts of internal team members and external collaborators, including taking minutes and circulating action points;
  - Co-ordinate financial and technical progress of the group’s preclinical projects, reporting to Prof Draper and/or relevant funders/partners in liaison with the grants team as required;
  - Arrange legal and contractual agreements with collaborators and contractors (Grant Agreement, Consortium Agreements, MTAs, CDAs, Committee Charters) in liaison with Research Services;
  - Assist the Unit Administrator and Finance Manager in management of the Group’s Small Research Facility;
  - Coordinate recruitment of new staff to the group, and liaise with Departmental HR as required;
  - 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;
  - Public engagement activities (including contributions to the group’s website, departmental newsletters and events).
Selection Criteria

Essential selection criteria

- A science degree, ideally in Medical or Life Sciences or other relevant subject;
- Ability to demonstrate leadership of large and complex projects, for example with multiple stakeholders, budgets exceeding £1m, long time-frames and regulatory complexity;
- Proven experience in GMP manufacture and process development;
- 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.
- Critical thinking ability and good problem-solving skills, eye for detail and an ability to work to high standards consistently;
- Excellent computer skills.

Desirable selection criteria

- PhD in a related area, e.g. immunology and familiarity with current challenges in vaccinology;
- Experience of the preclinical or clinical development of other novel biotech products;
- Trained in GCP and knowledge of clinical trials management and legal requirements in the UK and/or elsewhere;
- Experience of managing research projects based in Low and Middle Income Countries (LMIC);
- 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, 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

**The Jenner Institute**

The Jenner Institute was founded in November 2005 to develop innovative vaccines against major global diseases. Uniquely it focuses both on diseases of humans and livestock and tests new vaccine approaches in parallel in different species. A major theme is translational research involving the rapid early-stage development and assessment of new vaccines in clinical trials.

For more information please visit: department website http://www.jenner.ac.uk/

**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.

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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.

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<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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 for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September
immediately preceding the 68th birthday. 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/

There is no normal or fixed age at which support staff in posts at grades 1–5 have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

**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/.