<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Project Manager</th>
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<tbody>
<tr>
<td><strong>Division</strong></td>
<td>Medical Sciences Division</td>
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<tr>
<td><strong>Department</strong></td>
<td>Nuffield Department of Medicine</td>
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<tr>
<td><strong>Location</strong></td>
<td>Big Data Institute, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Oxford, OX3 7LF</td>
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<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 7: £32,236 - £39,609 per annum</td>
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<tr>
<td><strong>Hours</strong></td>
<td>Full time</td>
</tr>
<tr>
<td><strong>Contract type</strong></td>
<td>Fixed term for 30 June 2021</td>
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<tr>
<td><strong>Reporting to</strong></td>
<td>Professor Deirdre Hollingsworth</td>
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<tr>
<td><strong>Vacancy reference</strong></td>
<td>139268</td>
</tr>
<tr>
<td><strong>Additional information</strong></td>
<td>Funded by the Bill and Melinda Gates Foundation</td>
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<tr>
<td></td>
<td>Some overseas travel to collaborators, who are based in Africa, Europe and USA</td>
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</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 university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.
Big Data Institute

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/

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
Big Data Institute

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 Deirdre 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 provide project management expertise, working with Professor Hollingsworth and an international network of researchers, managing large grants with multiple partners across multiple countries.

Neglected tropical diseases are both treatable and preventable diseases that cause disfigurement, disability and impact life expectancy, education and long term potential of affected individuals. They affect the poorest populations of the world, the ‘bottom billion’. 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 NTD Modelling 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 successful candidate will work with the scientific manager and the principal investigator to design, manage and deliver financial and administrative reporting, planning and reporting of delivery of scientific outputs for two large grants ($12m in value) with international subawardees. The project manager will liaise regularly with the donor, maintain an effective working relationship and ensuring regular updates on progress both formal and informal. The role holder will work with the scientific manager to ensure effective communication of the
Big Data Institute

deliverables, delivery schedules, timelines, activities and outputs to stakeholders both internal and external to The Consortium.

The Project Manager will join a diverse and creative team who aim to deliver high quality research addressing real world problems with a passion for creating impact on health at a global level. The role will work closely with a scientific manager for the delivery of the grants, BDI Consortium researchers as well as being part of the administrative team in BDI. The Project Manager will work with the scientific manager to liaise with and maintain regular communication with the wider consortium, including scientific and administrative teams across 11 institutions in the UK, Europe and USA. The role holder will be expected to co-organise meetings with stakeholders 3 or 4 times a year, primarily in the UK, Europe and USA, but occasionally in Africa and Asia.

Responsibilities/duties

- To support Professor Hollingsworth in managing and leading the NTD Modelling Consortium across multiple grants
- To coordinate activities to ensure project deliverables and milestones are met in a timely manner
- To develop communication methods for The Consortium, ensuring an efficient mechanism for exchange of information, ideas, as well as project goals.
- To develop milestone and end line reports for funders to arrange project meetings (internal and external, UK and internationally) and coordinate reporting to funders.
- To manage all financial aspects of grants both internally and with project partners
- To ensure compliance with funder conditions, University policies and GDPR.
- To support the group in developing new grant applications by developing budgets, ensuring compliance with funder conditions and co-ordinating submission processes
- To drive and participate in science communication opportunities and public engagement activities to increase the impact of the work
- To act at all times in the best interest of the Institute to ensure projects are managed in accordance with good clinical and research practice
- To influence others effectively and positively at all organisational levels internally and externally
- To provide effective financial and operational support and advice for the Institute and its scientists liaising effectively with all the key stakeholders
- Liaise independently with partners and funders on phone calls, in person and during conferences and meetings and accurately convey Consortium activities, plans and progress.
Big Data Institute

Essential selection criteria

- A degree, ideally in a field related to biology, epidemiology or mathematics or combination of education and experience.
- Project co-ordination experience, ability to work on multiple projects with varying deadlines and deliverables, able to support management of financial and operational 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 computer, 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.
- Adaptable to different ways of working, including both independently and as part of a team.
- Able to identify and put in place project management structures which work to the strengths of a team.
- Ability to travel internationally.

Desirable selection criteria

- Experience and knowledge of infectious disease epidemiology.
- Experience of working with the Bill and Melinda Gates Foundation, the World Health Organization or national governments.
- Experience of working in or with teams working in low and middle income countries.
- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector.

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.
Big Data Institute

All applications must be received by **midday** on the closing date stated in the online advertisement.

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**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/.

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

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

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.