Centre for Tropical Medicine and Global Health

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<tr>
<th><strong>Job title</strong></th>
<th>Senior Capacity Development Manager</th>
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<tr>
<td><strong>Division</strong></td>
<td>Medical Sciences</td>
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<td><strong>Department</strong></td>
<td>Centre for Tropical Medicine and Global Health</td>
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<tr>
<td><strong>Location</strong></td>
<td>WHG Building, Old Road Campus, Oxford OX2 7BN</td>
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<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 8 £40,792 to £48,677 per annum</td>
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<tr>
<td><strong>Hours</strong></td>
<td>Full time (part time may be considered)</td>
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<td><strong>Contract type</strong></td>
<td>Fixed-term (5 years in the first instance)</td>
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<td><strong>Reporting to</strong></td>
<td>Director of Network Development</td>
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<td><strong>Vacancy reference</strong></td>
<td>139344</td>
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The International Severe Acute Respiratory and emerging Infection Consortium (ISARIC) is a global federation of clinical research networks providing a proficient, coordinated, and agile clinical research response to outbreak-prone infectious diseases. Our mission is to generate and disseminate clinical research evidence for outbreak-prone infectious diseases, whenever and wherever they occur.

The ISARIC Global Support Centre (GSC), currently based in Oxford, provides technical and operational support to ISARIC members and stakeholders wishing to conduct research in preparation for, or in response to, outbreaks. Currently we have 57 member networks spanning 113 countries. Over the past 6 years we have responded to MERS, Ebola, Zika, Monkeypox and Lassa fever. This has included preparing standardised data collection tools, running two clinical trials during the West African Ebola outbreak and writing & disseminating an observational protocol for emerging pathogens (CCP), which recruited recently for MERS and Monkeypox cases. With partners, we run a global SARI observational study called SPRINT-SARI. At the GSC we work closely with a number of departments and initiatives at, or linked to, the World Health Organization (WHO), including the pandemic flu special studies group and the WHO R&D Blueprint team. Collaboration is at the heart of everything we do and we reach out to and work with a number of regional and international initiatives.

There is a critical need to empower clinical researchers in Low and Middle Income Countries (LMICs) to lead the research response to epidemic infections. We are looking for a dynamic individual with experience of developing and implementing capacity development and training programmes for clinical research in LMICs. We have an ambitious 5 year programme, which includes setting up and running new trials for emerging pathogens but, equally importantly, capacity building through training and strengthening the ISARIC network.

You will work with the GSC and ISARIC members to identify where and how we can best support clinical research capacity building in LMICs. The ability to travel, to be diplomatic, collaborative and flexible will be required as we are a response network and do not focus solely on research preparedness. Scientific seminars are one of the cross cutting projects on which you will work. Additionally, we are funded to provide career development fellowships for clinical researchers from LMICs. A third element is the creation of a modular training programme.

This is an exciting new role, in an expanding team, which offers an opportunity for international work contributing to clinical research outbreak preparedness and response. You will need to be enthusiastic and energetic with a self-starting attitude.
Key responsibilities

- Share responsibility for defining the ambition, scope, learning outcomes and curriculum for the training programme
- Share responsibility for defining and implementing the career development fellowships, including securing matched funding
- Identify and develop materials and processes required for specific areas/topics to support ISARIC members in their capacity development activities and plans
- Develop quality assurance guidance for capacity development interventions implemented by ISARIC members
- Lead in programme monitoring, evaluation of complex qualitative and/or quantitative data from a variety of sources, and periodic reporting
- Share responsibility for communicating all aspects of the capacity development activities and achievements of ISARIC
- Generate original ideas by building on existing concepts to develop advocacy materials
- Organise a series of scientific seminars in LMICs in conjunction with the Director of Network Development (DoND) and the ISARIC Director of Science (DoS), blending the science with capacity building
- Ensure epidemic preparedness by supporting the annual activations of pre-positioned research protocols
- Perform other duties as assigned by the DoND or ISARIC Executive Director

Essential Selection criteria

- Experience in capacity development and training and/or clinical research involving infectious diseases, preferably in LMICs
- Experience in building a programme, preferably within a large organisation or network
- Facilitation and training skills
- Evidence of outstanding communication skills
- Experience of collaborative working or network experience, demonstrating diplomacy
- Proven ability to manage and prioritise a varied and busy workload, frequently with competing demands and tight deadlines
- Experience of working with a wide range of stakeholders
- An understanding of the role of research preparedness to facilitate a rapid clinical response
- Willingness to travel
Desirable selection criteria

- Additional language skills
- Experience of liaising with WHO and national public health agencies

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

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.

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/

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, 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.
Centre for Tropical Medicine and Global Health

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. 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/](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 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+/](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
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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 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.
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**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)