Centre for Tropical Medicine and Global Health

<table>
<thead>
<tr>
<th>Job title</th>
<th>Training Coordinator – The Global Health Network</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Centre for Tropical Medicine and Global Health</td>
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<tr>
<td>Location</td>
<td>NDM Research Building, Old Road Campus, Headington, Oxford</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 7: £32,236 - £39,609 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term until 31st December 2021</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Operations Manager</td>
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<td>Vacancy reference</td>
<td>140094</td>
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**Introduction**

The Global Health Network’s overarching objective is to enable generating research evidence by healthcare workers and researchers in resource poor settings and during disease outbreaks where evidence is needed but missing. To achieve this goal, The Global Health Network built an innovative digital platform that supports knowledge sharing through communities of practice and through effective research capacity building. To this end The Global Health Network operates a free and open access online Training Centre that provides research staff and front line health care workers of all roles, all regions and all disease areas with the ‘how-to’ training materials, resources, seminars, and toolkits required to safely conduct high quality research. The peer reviewed certified online courses offered on the Training Centre are very popular with over 600,000 modules taken by over 110,000 eLearners and each course developed from material donated by respected organisations and institutions such as the World Health Organization and the Nuffield Council of Bioethics. The Training Centre also operates the Professional Development Scheme, a mechanism for professional development that captures research competencies, qualifications and training in order to accrue points and work through five membership tiers, it has been specifically designed for all researchers working in the field of global health.

**The role**

This role requires an experienced trainer, facilitator, coordinator or manager who has experience and/or a strong interest in clinical research, preferably in resource poor settings, to coordinate all aspects of the Global Health Training Centre and supporting the career development of researchers in Low-and Middle-Income Countries. You will oversee the...
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activities of the training team to ensure that the content of the Training Centre is up to date, relevant, maintained, of a high quality and routinely updated. You will work closely with the Networks communities of practice, collaborators, partners and working groups to develop materials into online training courses, training toolkits and resources that will be utilised by the Networks ever growing membership. Where training resources are required by Network members and/or collaborators you will be need to identify potential partners and/or materials to develop into useable resources and encourage the sharing of these resources. Building strong links with other networks to understand what other training opportunities are available will be very important to avoid duplication and provide our membership with access to the most up to date information. Reporting is a key component of this role and reports on the uptake and usage of materials and resources will be required on regular and ad hoc basis.

You will work closely with the Research Capacity Development Manager, IT Coordinator, Network Manager, and our regional partners to advance research capacity building activities such as determining knowledge gaps, develop training plans, tools, resources, templates and other materials related to clinical research, plan and deliver workshops and career development events. This role will involve travelling to our target regions and working with our local partners to develop and deliver workshops and other activities which in turn can be developed into online resources. It will also include attending scientific meetings, conferences and other international meetings to promote and disseminate the use of the Training Centre and The Global Health Network through presentations, talks and seminars. You will be required to maintain and advance the Professional Development Scheme and be part of the moderating team that will moderate and audit member profiles on routine basis. You will also need to undertake any reasonable duties appropriate to the role and grade that may be assigned by the Director of the Network in order to support the ongoing functioning of The Global Health Network.

This is an exciting new role that is taking on and expanding on an already extremely popular platform which in turn offers a strong opportunity for a very rewarding career in a growing team. This role requires an individual who is enthusiastic with lots of energy and drive and would be ideal for someone who is motivated by the idea of training research staff and front line healthcare workers in developing countries to further their own research. Above all the post will be making a direct impact to these health workers and to the communities in which they work.

Responsibilities

Coordination and editorial oversight of the Global Health Training Centre:

- Ensure the Training Centre is meeting the needs of The Global Health Network in its strategy, presentation, content and quality.
- Ensure the content of the Training Centre is organised and presented in a logical and accessible manner, is up to date, relevant, high quality and routinely updated. This includes but is not limited to, news items, feature pages, articles, seminars, events and all training resources.
- Monitor the Training Centres discussion forums, blogs and email accounts to ensure all queries are responded to in an appropriate and timely manner.
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- Source new relevant content to be placed on the homepage and throughout the Training Centre to ensure a constant flow of useful information and opportunities.
- Promote the use of the Training Centre and The Global Health Network

Manage the development of training materials, resources and programmes:

- Immers[e] your within networks of training providers and organisations/institutions that are conducting research training so you are aware of current and potential opportunities to collaborate in generating training resources.
- Source and review materials, resources and collaborators that can be used to generate online and face to face training resources. This may involve generating proposals and working with the Operations Manager to develop collaborative agreements.
- Develop training courses, resources and toolkits etc. based on sourced or donated materials. This may involve setting up working groups of experts to assist in the development and review of the materials.
- Coordinate all working groups that are developing training courses and resources to be hosted within the Training Centre and/or delivered face to face.
- Keep up to date with the field of online learning and bring ideas and innovation to how the Training Centre delivers new courses and content
- Oversee the scheduling of and the uploading, structuring and formatting of all training courses into the Virtual Learning Environment of the Training Centre.
- Liaise with course providers and coordinators to launch and promote the courses on the Training Centre.
- Provide regular and ad hoc reports on the access, performance and usage of all courses and resources hosted within the Training Centre.

Maintain and advance the Professional Development Scheme:

- Work closely with the Professional Development Scheme Coordinator to ensure this application continues to function appropriately and is updated accordingly
- Promote and encourage the use of the Scheme through presentations, seminars and classroom sessions at scientific meetings, conferences and workshops
- Ensure the Schemes member profiles are moderated and audited on a regular basis.
- Support all organisations and institutions using this Scheme for their personnel including the provision of reports where required
- Respond to questions and queries that may arise regarding the scheme and provide assistance to members using the application, this may include demonstrations of how to sign up and complete a profile.

Other tasks:

- The core training team currently consist of two Training Assistants who support the Training Coordinator in their duties. You will be responsible for their day to day workload and all line management duties.
- Coordinate all other personnel assisting the Training Centre and its related projects.
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- Represent The Global Health Network at national and international meetings and conferences.
- Provide support and /or coordination for other member sites as and when required.
- Undertake any other reasonable duties appropriate to the role and grade that may be assigned by the Operations Manager and/or the Director of The Global Health Network in order to support the functioning of The Network as required as a key member of the operational team.

**Selection criteria**

- A scientific/health related degree or similar qualification
- Experience of delivering clinical research training to a high standard online and/or face to face
- A background in clinical research, ideally in varied international setting
- Experience of developing e-learning courses
- Strong and confident communicator with excellent presentation skills
- Excellent range of IT skills (including MS Word, Excel, PowerPoint)
- Ability to prioritise and manage own workload and the workloads of others
- Exceptional communication skills, both written and verbal
- Proven ability in scientific writing
- Willingness to travel

**Desirable selection criteria**

- Experience of online content management systems and/or virtual learning environments
- Experience of continuing professional development schemes
- Experience of clinical research in resource poor countries

**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.
Centre for Tropical Medicine and Global Health

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.
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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, 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](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/professionalandmanagement/) and [https://www.ox.ac.uk/about/jobs/research/](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
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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

Training

You are required to undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Pre-employment screening
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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**

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 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**

- [Living Wage Employer](http://www.living-wage.org.uk/)
- [Stonewall Diversity Champion](http://www.stonewall.org.uk/)
- [HR](http://www.hr.org.uk/)
- [ Athena Swan Silver Award](http://www.athenaswan.ac.uk/)

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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)