<table>
<thead>
<tr>
<th>Job title</th>
<th>Training Assistant – The Global Health Network</th>
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</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Centre for Tropical Medicine and Global Health</td>
</tr>
<tr>
<td>Location</td>
<td>NDM Research Building, Old Road Campus, Headington, Oxford</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 4: £21,220 - £24,565 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term until 31st December 2020</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Training Coordinator - The Global Health Network</td>
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<tr>
<td>Vacancy reference</td>
<td>140095</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 frontline 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.
Centre for Tropical Medicine and Global Health

The role

This post will provide support to The Global Health Network Training Coordinator. The Training Coordinator manages and consolidates training materials across the network and oversees the Global Health Training Centre. The Network has grown considerably over the past few years resulting in a vast amount of training material from a wide range of collaborators and a large number of users accessing the platform from across the globe. The Training Assistant will assist the Training Coordinator in their day to day duties including; but not limited to, collating, editing and uploading eLearning material, organising and tracking translations, working closely with authors of donated material, updating the Professional Development Scheme and maintaining the Training Centre. The Training Assistant will assist in driving publicity and dissemination of the e-Learning and Professional Development Scheme through a range of mediums such as collaborating organisations and institutions, other scientific networks, conferences and meetings. Full training will be given on use of the website and content management system, but applicants should have strong IT skills and proficient in the use of Microsoft Office.

In addition, the Training assistant will also need to undertake any reasonable duties appropriate to the role and grade that may be assigned by the Training Coordinator and the Head of the Network in order to support the ongoing functioning of the Global Health Training Centre and The Global Health Network.

Responsibilities

- Update and maintain the quality and accuracy of content on the Global Health Training Centre
- Assist in the production of online training resources
- Upload eLearning courses and other training materials to the Training Centre ensuring the appearance and functionality are consistent.
- Gather training information from across the network and collaborating organisations
- Develop and maintain a data base of training opportunities both face to face and online
- Coordination, tracking and uploading of training resources requiring translation
- Record and collate data regarding the usage of the Training Centre
- Assist in the maintenance of the Professional Development Scheme and tracking member profiles
- Assist in the validation and quality assurance of the Professional Membership Scheme
- Assist in driving publicity and dissemination of the Training Centre
- Participation in the rotational system for checking the quality and accuracy of content of The Global Health Network
Centre for Tropical Medicine and Global Health

- Undertake any other requested duties appropriate to the role and grade that may be assigned by the Training Coordinator, Operations Manager and Director of the Network

**Selection criteria**

- Strong organisational skills
- Ability to prioritise workload and produce accurate, detailed work within deadlines
- Competent at multi-tasking
- Experience in proofreading
- Good written and verbal communication skills
- Strong IT skills and proficient in the use of Microsoft Office
- Ability to work effectively both independently and as a member of a team.
- An enthusiastic and positive attitude to work

**Desirable selection criteria**

- A background in developing/delivering training in any setting
- Experience of using a web based content management system

**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.
Centre for Tropical Medicine and Global Health

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/
Centre for Tropical Medicine and Global Health

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 [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you consider that you meet the selection criteria, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and a supporting statement which explains how you meet the selection criteria for the post. The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.
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**

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 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.

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/

Other benefits
Centre for Tropical Medicine and Global Health

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)