### Job title
Project Manager – The Global Health Network

### Division
Medical Sciences

### Department
Centre for Tropical Medicine and Global Health

### Location
NDM Research Building, Old Road Campus, Headington, Oxford

### Grade and salary
Grade 7: £32,236 - £39,609 per annum

### Hours
Full time

### Contract type
Fixed-term 2 years

### Reporting to
IT Coordinator

### Vacancy reference
140096

## Introduction
The Global Health Network’s overarching objective is to enable generating research evidence by healthcare workers and researchers in developing countries 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 the effective research capacity building. We also work in the regions, with research teams and frontline healthcare workers to increase research capacity and evidence generation. Developing and delivering research skills training, resources and support to frontline healthcare workers that enable their research career development is one of the Network’s fundamental activities.

## The role
This is a key and senior role in this rapidly expanding programme. The Global Health Network holds a wealth of information and resources to encourage and support research. The post holder will be tasked with making the best use of this valuable knowledge by getting it to those who need it to inform and guide their research ambitions. This novel and interesting post will involve closely engaging with the various research groups who collaborate within The Global Health Network and working with them to encourage the sharing and reporting of methods,
tools and resources across a wide range of therapeutics areas and geographic regions. This will involve building contacts, professional relationships and knowledge across these various settings and working with wide ranging collaborators to release and share their methods and guidance information as papers and learning tools on this open access web-based platform. The role will involve scientific writing and editorial activities as well as coordinating contributors, encouraging and seeking involvement in this dynamic and novel initiative. The fundamental aim of The Global Health Network is to change and speed up research in the developing world by enabling researchers to share their methods and operational approaches. The post holder will enable this to happen. This is going to be a rewarding, engaging and enjoyable job for someone who has read this and understands what we are trying to achieve.

Responsibilities

- Ensure The Global Health Network is meeting its core aim of supporting research by sharing methods
- Maintaining a planning and communications system to ensure all partners are well supported and that their specific requirement are being met through project planning and effective reporting systems
- Editorial oversight and content organisation, presentation and management for The Global Health Network
- Identification and generation of resources, articles and learning materials to support research in the field of global health
- Establish and coordinate monthly webinars across The Global Health Network
- Establish and coordinate quarterly web-meetings for all collaborators and coordinators on The Global Health Network
- Identify and implement new ideas/technologies for meeting this aims and objectives of The Global Health Network in terms of sharing knowledge and building professional research communities all with the aim of supporting research
- Create a wide and active group of collaborating writers and contributors to The Global Health Network and its constituent member websites
- Writing papers and presenting at scientific meetings
- Work closely with all the component member websites’ coordinators to help them make the most of their content, community activity and come up with mechanisms for ensuring material of cross-cutting interests reaches relevant yet diverse potential audiences
- Identification of new collaborators, follow up with leads, and assistance with contracting, setup (in conjunction with the digital development team) and maintenance of new member areas
Centre for Tropical Medicine and Global Health

- Contribute to all grant and funding applications, in an administrative and scientific role
- Represent the Head of The Global Health Network at scientific meetings or invited speaking engagements as required
- Represent the Network at formal events and scientific meetings on stands or promotional events
- Build and maintain our social media strategy for the Network including the existing Facebook, LinkedIn, YouTube (including creation, editing and posting of video content) and Twitter accounts with the digital team
- Development and sharing of key performance and impact indicators for the success of the Network in achieving its uptake and dissemination goals and contribute to ongoing assessments of the Network’s impact
- Coordinate and manage the activities and contributions of the Steering/Advisory Committee
- Working as a key member of The Global Health Network Operational team and undertaking whatever tasks are necessary to support the overall activities

Selection criteria

- Scientific degree or equivalent experience
- Proven ability in project management
- Experience and competence with online content management systems
- Demonstrable ability to use technology in professional networking and knowledge sharing
- Proven ability in scientific writing
- Enthusiasm for developing a web-based resource for learning and knowledge sharing
- Strong and confident communicator with excellent presentation skills
- Keen, willing and able to conduct workshops and seminars in varied settings
- Strong organisational abilities
- Willingness to travel

Desirable selection criteria

- PhD in a scientific field
- Project management qualification
Centre for Tropical Medicine and Global Health

- Experience of research in developing countries
- Experience of managing research programmes
- Interest and experience in editorial aspects of scientific writing

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](http://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](http://www.medsci.ox.ac.uk)

Nuffield Department of Clinical Medicine (NDM)
Centre for Tropical Medicine and Global Health

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.

The Centre’s annual turnover is in excess of £48m per annum with over 100 externally funded research grants and donations.
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

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
Centre for Tropical Medicine and Global Health

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)