Big Data Institute

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Manager (Oxford-Novartis Collaboration)</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</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>Location</td>
<td>Big Data Institute</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 8: £40,792 - £48,677 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term for 24 months</td>
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<tr>
<td>Reporting to</td>
<td>Professor Gil McVean</td>
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<tr>
<td>Vacancy reference</td>
<td>140523</td>
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### 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)
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

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/

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 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

The Oxford-Novartis Collaboration

The University of Oxford Big Data Institute has recently engaged in a long-term research collaboration with Novartis. The aim of the collaboration is to develop statistical machine learning methods to better understand complex diseases using Novartis' clinical trial data. The partnership will initially focus on flagship programs in multiple sclerosis (MS), rheumatology, and dermatology.

MS is a chronic and ultimately debilitating disease that affects approximately 2.5 million individuals worldwide. A disease of the central nervous system, MS is characterised by the inflammation and eventual destruction of the axons. Novartis has amassed a vast database from clinical trials targeting MS, including brain MRI images across multiple modalities, clinical and genomic data. Using this data, the project aims to better characterise MS over the span of the disease and find biomarkers for early diagnosis, monitoring, and prognosis of individual MS patients.

The rheumatology and dermatology program will focus on the following autoimmune disorders: ankylosing spondylitis, rheumatoid arthritis, psoriatic arthritis, and psoriasis. The goal of the study is to analyse the relevant studies and identify new factors driving disease progression and therapeutic response and develop cutting-edge tools to support clinical decision making.

Overview of the role

As the Project Manager of the Oxford-Novartis collaboration you will ensure the smooth running of all aspects of the programme, including the scientific and financial management of the programme's activities. You will therefore lead in developing and implementing project plans for the collaboration, as well as contribute to the management of many other elements of the collaboration's activities. The post will require complex communication of conceptual ideas and complex information that may be highly detailed, technical, and specialist on a regular basis. You will also lead in the management of all aspects of the project’s finances, including developing budgets and overseeing expenditure.

You will collate milestones, objectives, deliverables and spend vs budgets to ensure everything proceeds according to tight deadlines. This will also involve organising and leading management meetings. You will be a key figure in harmonizing input from these research activities to present the plan for implementation that meets the strategic aims of the collaboration. This will involve organising and attending meetings in all participating centres, as well as extensive email and phone communications.
Responsibilities/duties

1. Developing and managing project plans
   • Summarise the proposed objectives, milestones and deliverables for each activity within the proposals
   • Ensure that the scope of projects is clearly defined, is understood by all stakeholders and addresses the business need and/or research question.
   • Carry out the detailed planning required to establish a project plan and to manage the plan through to a successful project delivery.
   • Ensure that progress is actively monitored, deadlines are met and appropriate feedback is provided in a timely fashion

2. Develop and maintain budgets for the Novartis programme
   • Manage the budget for the collaboration, including forecasting, monitoring and reviewing expenditure to ensure it is in line with funder’s terms and conditions.
   • Work with NDM finance officers and funders to ensure smooth running of budgets

3. Manage scientific and organisational meetings
   • Organise, chair and fully participate in Analytics Meetings, Steering Committee meetings and project subgroup meetings.
   • Identify requirements and respond to requests for face-to-face meetings.
   • Produce agendas and scientific programmes for meetings
   • Keep records and minutes of all meetings, including action tracking

4. Manage collaboration communications
   • Develop strong lines of communication with the project teams but internally and with the external industrial collaborator.
   • Act as the central point of contact for queries about the project.

5. Operational and Risk Management
   • Ensure the development and approval of adequate operational policies.
   • Maintain a database of approvals, policies and procedures, and ensure the appropriate data protection and ethical permissions are in order for sample and data storage
   • Organise original submissions and annual approvals for relevant regulatory bodies; ensure that policies are sufficient for the work being undertaken.
   • Ensure that processes are established to identify and manage all risks and issues and that appropriate escalation and contingency management are in place
   • Proactively identify opportunities where the programme could expand in future

6. Intellectual property
Big Data Institute

- Provide guidance to research staff on intellectual property issues and procedures in liaison with staff at the University’s technology transfer company, Oxford University Innovation.

7. Public engagement and involvement

- Develop and deliver research and engagement ideas
- Develop public-facing content with the team, including websites, posters, and videos

8. Additional duties

- Other duties as agreed with the PIs appropriate to the Grade.
- Undertaking any relevant training and attending courses in order to carry out work duties.

Essential criteria

- You must hold or be close to completion of postgraduate degree in statistics, data science or a relevant biological subject. Or equivalent experience with the demonstrable intellectual capacity, reasoning and analytical skills expected of a graduate.
- Significant project management experience within a complex organisation, with a proven track record of planning, managing and controlling projects to ensure the timely delivery within budget.
- Evidence of strong intellectual, analytical and numerical skills
- Experience of developing and managing budgets.
- Excellent organisational skills, with the ability to prioritise activities across a portfolio projects and work to tight deadlines.
- Excellent problem solving skills and a drive to find solutions.
- Proven self-motivation and a passion for delivering projects that meet or exceed stakeholder expectations
- Excellent communications skills, both oral and written; confident in engaging stakeholders, both internal and external, at all levels
- Proven negotiation skills that can effectively be applied to ensure the successful delivery of project goals
- Experience working with individuals from a variety of disciplines and cultures

Desirable selection criteria

- Knowledge and/or experience of management of Intellectual Property issues in a research environment
- Development and delivery of public engagement and involvement activities
- Experience of working within academia and/or industry
- Willingness to travel within Europe for occasional meetings
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.

All applications must be received by midnight 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
Big Data Institute

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
Big Data Institute

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
Big Data Institute

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.