The role
We are seeking a dynamic and energetic Research Manager to join our exciting group and contribute to major international research projects in the field of epidemic infectious diseases. Reporting to the Head of the Clinical Research Support Team, the Research Manager will oversee the administration of UK-PHRST research programmes and projects and will support project-related logistics and communications.

The focus of the role is on supporting the delivery of the UK-PHRST research portfolio, as well as helping to develop future projects. You will be responsible for monitoring the progress of the research projects, ensuring that projects are running to time and to budget, and are conducted in accordance with the requirements of the grant. You will also ensure that progress reports are submitted according to the funders’ specifications. You will also be involved in communications and networking for ERGO, helping to ensure that our activities are highlighted and widely disseminated. The role requires wide-ranging project management skills, including knowledge of grant and financial management.

You will be required to work independently, and will need to relate well to staff at all levels. You will be expected to advise senior academics and officers on a wide variety of matters relating to the delivery and reporting of project outputs. You will need to work with multiple stakeholders within the University; develop strong relationships with external collaborators and funders both
within the UK and internationally; understand financial flows within a University setting; navigate governance issues and understand research funding arrangements and reporting requirements.

**Responsibilities**

Specific duties will include:

a) **Project coordination and management**
   - Lead the development of project plans, and manage and monitor project execution and progress towards milestones and deliverables;
   - Identify, evaluate and rectify problems in project execution and reporting;
   - Work with the Principal Investigators, and the administration teams in Oxford and at the partner organisations to ensure that the projects are meeting their targets, producing meaningful outputs, predicting and planning any changes in the tasks, funding or deadlines, and ensuring timely and effective completion;
   - Provide logistical support to projects, including working with the Principal Investigators to identify any items required for the project and ensuring procurement of these items as well as transport to study sites;
   - Liaise with the UK-PHRST Operations and Deployments Manager to prepare deployments for Oxford members of the UK-PHRST and obtain the necessary approvals;
   - Resolve ad hoc queries and issues related to the projects and staff travel;
   - Organise external meetings: prepare meeting budget, select venue, support Administrative Assistant with flight bookings and other logistical issues;
   - Help to ensure that projects are completed within budget, schedule and according to contract specifications;
   - Ensure all administrative closeout procedures are completed and that projects are archived;

b) **Financial and contract management**
   - Work with the Oxford Portfolio Grants Assistant and Officer (Tropical Medicine and Global Health Administrative Team);
   - Support the Head of the Clinical Research Support Team with the financial management of the ERGO grants portfolio;
   - Ensure compliance with University of Oxford and the funders' financial procedures, including completion of supporting documentation;
   - Liaise with project partners on payment of local staff, review local expenditure, and arrange payments to project partners;
   - Review monthly financial reports to track grant balance and expenditure; develop and review budget forecasting;
   - Assist in the preparation of contracts, sub-grant agreements and consultancy
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agreements ensuring timely execution and inclusion of the appropriate budgets and scopes of work;

- Assist in the preparation of annual/final grant reports to funders/donors to meet reporting requirements;
- Assist in the preparation of budgets for new funding proposals.

c) Communications and networking

- Facilitate excellent communication across the activities and groups, including engagement with various University Departments, the Medical Sciences Division, external collaborators and funding bodies.
- Represent ERGO at UK-PHRST full team meetings and meet with the UK-PHRST Programme Manager and Research Coordinator on a regular basis to contribute to the smooth running of the UK-PHRST;
- Support the preparation and publication of data, reports and information, ensuring that these meet legislative, contractual and ethical requirements;
- Liaise with the Departmental Research Facilitator, Head of Administration & Finance Officers, University Press Office and others in order to ensure effective working relationships and procedures;
- Prepare project plans, project status and other administrative reports and submit to Sponsors as required;
- Liaise with funders and project partners to resolve any queries and issues, and ensure the smooth running of projects;
- Contribute to external communications by maintaining the ERGO Twitter account and website.

d) Supporting the research team

- Assist the Administrative Assistant in ordering supplies for the group;
- Assist the Administrative Assistant with making travel arrangements and doing risk assessments;
- Assist with recruitment, training and supervision of project team members as appropriate;
- Report to the PI any anticipated need for additional resources and any needs or concerns relating to projects.

Other Duties

- Additional duties as delegated by the PI and as appropriate for the grade.
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Selection criteria

The successful applicant to the post will be expected to satisfy the following selection criteria:

**Essential**

- Educated to degree level (or equivalent);
- Experience of project management and managing financial resources in a research environment;
- Proven financial aptitude with a high level of attention to detail and the ability to create budgets and produce clear and concise financial/research reports.
- Excellent IT skills, including good working knowledge of word processing, spreadsheet, email and database software;
- Demonstrable evidence of highly effective organisational skills and experience in tracking multiple activities in multiple locations;
- Excellent communication skills, both written and oral with a wide range of different audiences;
- Experience of writing reports and presenting complex information clearly;
- Well-developed interpersonal skills and the ability to work effectively with collaborators, funders, service providers and policy makers at all levels;

**Desirable**

- Knowledge and/or experience of contracts in a research environment.
- Prior knowledge of the financial systems used within the University of Oxford (e.g. Oracle)
- Experience of the administration of NIHR and European Commission grants
- Experience of communications or marketing and comfortable applying such to the digital domain.
- Experience of working with or in developing countries;
- Availability to travel internationally if necessary;
- Additional language skills (e.g., French, Spanish);

**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

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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/

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

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
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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

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
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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
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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)