<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Project Manager - Oxford-Novartis Collaboration</th>
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<tbody>
<tr>
<td><strong>Division</strong></td>
<td>Medical Sciences</td>
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<tr>
<td><strong>Department</strong></td>
<td>Nuffield Department of Medicine</td>
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<tr>
<td><strong>Location</strong></td>
<td>Big Data Institute, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Headington, Oxford, OX3 7LF</td>
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<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 8: £41,526 - £49,533 per annum</td>
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<tr>
<td><strong>Hours</strong></td>
<td>Full time</td>
</tr>
<tr>
<td><strong>Contract type</strong></td>
<td>Fixed term for 2 years</td>
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<tr>
<td><strong>Reporting to</strong></td>
<td>Professor Gil McVean</td>
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<tr>
<td><strong>Vacancy reference</strong></td>
<td>143169</td>
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</tbody>
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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).


**BIG DATA INSTITUTE**

**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) …fostering your career in science**

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](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/](https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/)

**Oxford Big Data Institute**

The Big Data Institute (BDI) is a state-of-the-art building at Oxford University's Old Road Campus which opened in April 2017. This interdisciplinary research centre focuses on the analysis of large, complex, heterogeneous data sets for research into the causes and consequences, prevention and treatment of disease. To this end, BDI researchers develop, evaluate and deploy efficient methods for acquiring and analyse information for large clinical research studies. These approaches are invaluable in identifying the associations between lifestyle exposures, genetic variants, infections and health outcomes around the globe.

Research is conducted in four general themes: genomics, population health, infectious disease surveillance, and methodology (including informatics, statistics, and engineering). Big Data methods could transform the scale (breadth, depth and duration) and efficiency (data accumulation, storage, processing and dissemination) of large-scale clinical research. The work of the BDI requires people and projects that span traditional departmental
boundaries and scientific disciplines, supported by technical resources to handle the vast quantities of data they generate.

Under the leadership of Professor Gil McVean (Director) and Professor Martin Landray (Deputy Director), the BDI will comprise around 350 researchers (approx. 30 research groups) drawn from a wide range of departments and will form an analytical hub, deeply connected to the wider experimental and clinical community in Oxford and beyond.

For more information please visit: http://www.bdi.ox.ac.uk/

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.
BIG DATA INSTITUTE

- 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

- 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 a 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 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.

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
To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

**Important information for candidates**

**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/.

**The University’s policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. 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/acerelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acerelretire8+/

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

Employee benefits
University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities
Membership of the University Club is free for all University staff. The University Club offers 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 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. There is also 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/.

Family-friendly benefits
With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare
The University has excellent childcare services, including 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/.

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
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/.
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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.