<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Trainee Clinical Trial Project Manager, Blood-Stage Malaria Vaccine Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division</strong></td>
<td>Medical Sciences</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Nuffield Department of Medicine, The Jenner Institute</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Headington, Oxford, OX3 7LE</td>
</tr>
<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 6: £29,176-£34,804 with a discretionary range to £38,017 per annum</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Full time</td>
</tr>
<tr>
<td><strong>Contract type</strong></td>
<td>Fixed-term for 2 years in the first instance</td>
</tr>
<tr>
<td><strong>Reporting to</strong></td>
<td>Blood-Stage Malaria Chief Investigator and Project Manager</td>
</tr>
<tr>
<td><strong>Vacancy reference</strong></td>
<td>143277</td>
</tr>
<tr>
<td><strong>Additional information</strong></td>
<td>Funded by USAID/Leidos and Horizon 2020 (European Commission)</td>
</tr>
</tbody>
</table>

**The role**

Due to success in attracting clinical trial funding the Jenner Institute is seeking to appoint a trainee clinical trials project manager to support the Blood-Stage Malaria Vaccine Group research programme at the Institute. You will be based at the clinical trials centre (CCVTM) in Headington, Oxford but may need to spend time liaising with the Old Road Campus Research Building (ORCRB) which is based on the same Old Road Campus site. Your main responsibility will be supporting a variety of clinical projects led by Professor Simon Draper who runs the Blood-Stage Malaria Vaccine Group and Dr Angela Minassian the Chief Investigator on Blood-Stage Malaria Vaccine Group clinical trials. The programme has a diversity of funders, and strong links with industry and a variety of non-industrial / academic collaborators. This will be a key role within the group ensuring successful completion of our clinical research programmes.

Professor Simon Draper’s research group at the Jenner Institute is focused on developing innovative vaccine candidates against the malaria parasite, testing them in pre-clinical studies with an aim to progress the most promising candidates to clinical trials. A number of vaccine candidates are currently being tested in Phase I/IIa clinical trials in Oxford. These include vaccines against both *Plasmodium falciparum* and *Plasmodium vivax*.

The research group has a strong translational focus, seeking to develop innovative and new concepts in vaccine or antibody-based design and delivery. Over the last 10 years we have translated nine vaccine candidates, including viral vectors and recombinant proteins, into Phase Ia and IIa clinical trials in the UK and Africa. These trials evaluate the safety and
immunogenicity in healthy volunteer subjects, including experimental malaria challenge studies to test vaccine efficacy. A number of these trials are conducted at both a national and international level.

The group has a strong record of attracting external grant funding, a strong publication record, and has expanded significantly in recent years. We aim to foster scientific excellence within a friendly, open and free-thinking environment. There is a strong translational emphasis, with full integration of the clinical and laboratory teams.

If you have previous experience and knowledge of clinical trials, perhaps as a clinical trials assistant, particularly Phase I/II CTIMPs and/or human challenge studies, we encourage you to apply.

Informal enquiries about this position can be made to: fay.nugent@ndm.ox.ac.uk

**Responsibilities**

- To support the Clinical Trials Project Manager and the Blood-Stage Malaria Group to ensure clinical trial objectives are met within set timelines and work is conducted within the appropriate standards;
- Work with the Clinical Trial Project Manager on clinical trial applications and amendments for various bodies and partners including the MHRA, and ethics committees;
- Assist in the review of key trial documents for typographical errors prior to submission, ensuring their accuracy and clarity;
- Communicate with a wide range of internal partners, including: clinical trial physicians, clinical research coordinators, laboratory staff, NDM HR and Finance;
- Correspond with study volunteers in a clear and professional manner, coordinating visits and dealing with trial related queries;
- Schedule, prepare information for, and attend regular clinical trial and Group operational meetings and teleconferences. Record accurate minutes and distribute documents in a timely manner;
- Oversee the creation and management of trial master files and other trial related filing systems. Ensure their accuracy prior to trial monitoring and archiving;
- Oversee the use of databases to enter and collate trial data for formal trial reports, and assist in database validation;
- Provide financial administration support (raising requisition orders, and payment request forms), monitoring that invoices and payments are made on time by liaising closely with the project manager and the finance team;
- Assist in all aspects of the team’s activities as appropriate, according to the principles of Good Clinical Practice (GCP) and the Jenner CCVTM Group’s Standard Operating Procedures (SOPs);
- Undertake training in good clinical practice and maintain current awareness of GCP, ethics and regulatory issues;
- Participate in and support the public engagement and widening access activities of the Department and the University e.g. by attending recruitments events such as Fresher’s Fair. This is anticipated to be not more than 2 days per year;
- Attend clinical trial seminars, meetings and training as appropriate;
- Assist in trial set up and activations; establish links with key members of staff and ensuring essential documentation is in place;
- Assist in the collation and submission of trial progress reports as and when required;
- Assist with the timely completion of follow-up and study closure, and undertake archiving of paper-based study data;
• Proactively look to find better, more efficient ways to carry out clinical trial administrative processes;
• Undertake any other reasonable duties as required in the management of the Blood-Stage Group’s clinical trials.

All employees will have to ensure that their work is conducted safely at all times and, in particular, that work is undertaken following the appropriate health and safety policies and procedures for the particular area, without compromise to their own safety or that of others who may be affected.

**Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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

**Hazard-specific / Safety-critical duties**

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

• Driving on University business
• Travel outside of Europe or North America on University Business

**Additional security pre-employment checks**

This job includes duties that will require additional security pre-employment checks:

• Whilst the role does not have regular tasks that involve knowing participants confidential information, occasionally the performance of ad hoc tasks may require knowing the identity of trial participants

*Include one of the following statements:*

• University security screening (e.g. – identity checks)
Selection criteria

Essential selection criteria

- Degree in biological science or equivalent;
- Proven relevant clinical trial experience, skills, and knowledge and be familiar with the principles of Good Clinical Practice;
- Highly developed organisation skills, with an ability to meet competing deadlines;
- Ability to communicate effectively to a high standard, including relatively complex matters, with a range of people and organisations both orally and in writing;
- Good interpersonal skills and ability to work effectively with others.

Desirable selection criteria

- Proven relevant clinical trial management experience, skills, and knowledge, in Phase I/II CTIMP studies and/or human challenge studies;
- Experience of grant administration and management within the University of Oxford;
- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector;
- Experience of vaccine testing pre-clinically or clinically;
- Experience of therapeutic protein or monoclonal antibody testing pre-clinically or clinically.

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 spinouts, 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)...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

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: www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/.

The Jenner Institute - Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital, Oxford

Scientists at the Jenner Institute, University of Oxford, have developed new candidate vaccines for malaria, tuberculosis, HIV, influenza and a wide range of other pathogens. Clinical trials are in progress for eight infectious disease areas. The Jenner Institute is one of the largest university based vaccine institutes globally.

Over the last three years a new cancer vaccine immunotherapy programme, including a multi-site trial in prostate cancer, has been in progress in close collaboration with the departments of oncology and surgery.

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

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 http://www.ox.ac.uk/about_the_university/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 department(s).

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 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

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. 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+/

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.

8