

Job title	Operations Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine (NDM), Jenner Institute
Location	Clinical BioManufacturing Facility, Old Road, Headington, Oxford, OX3 7JT
Grade and salary	Grade 8: £41,526 - £49,553 per annum. Depending on experience, this post may be offered at grade 7 with reduced duties and additional training opportunities.
Hours	Full time
Contract type	Fixed-term for 3 years in the first instance, with the possibility of renewal dependent on future funding
Reporting to	Head of CBF
Vacancy reference	143751
Additional information	<i>Funded by the Department</i> <i>Support with relocation is available if required</i>

The role

The Clinical BioManufacturing Facility (CBF) is central to translating the University of Oxford's world-leading medical research into real world impact. The CBF is a small research facility within the Nuffield Department of Medicine, with an annual turnover of more than £1.5 million and presently comprises approximately 20 staff. Numerous products successfully manufactured at the CBF have entered Phase I/Phase II clinical trials, including vaccines targeting Malaria, HIV, Tuberculosis, Zika, and Crohn's Disease.

Reporting to the Head of the CBF, the post holder will play a key role in the operational management of the facility, ensuring that projects move through the CBFs pipeline in a timely and compliant manner. The post holder will be pivotal to the success of upcoming manufacturing campaigns and clinical trials through their liaising with internal CBF teams and CBF customers developing and testing innovative medicinal products.

This post would be particularly suited if you want to leverage your project and person management skills, and knowledge of GMP to meaningfully impact the lives of millions of people. It is the ideal opportunity to develop your career in scientific project management in a regulated environment at the interface between academia and industry.

The GMP cleanrooms, laboratories and offices of the Facility are based on the Churchill Hospital site, within the University of Oxford.

Responsibilities/duties

The key responsibilities and duties of the post include:

Project Management

- Manage the delivery of multiple simultaneous multidisciplinary projects, setting deliverables and timelines, directing the efforts of internal CBF teams, providing regular reporting to customers and enabling active and effective communication between external stakeholders and internal staff teams.
- Act as the first point of contact for enquiries regarding new projects, making initial assessments of feasibility and collating sufficient information to make informed decisions regarding expected costs and timeframes.
- In conjunction with appropriate stakeholders, determine project prioritisation, manage requests for project deviations and assist with provision of technical information and documentation throughout project lifecycles.
- Provide up-to-date specialist expertise in regulatory affairs and where necessary communicate these to CBF customers. Advise internal teams of any relevant updates and alterations to the regulatory environment and train personnel when necessary in order to manage change implementation.
- Delegate to, coordinate and supervise the work of external QPs.
- Author and review documentation necessary for continued operation of projects and the facility, including submissions to regulatory authorities (e.g. IMPDs to the MHRA), audit and other GMP compliance paperwork.
- Chair and attend regular GMP and operations meetings, to review active grants and the status of applications in progress.
- Proactively identify potential new customers, and in conjunction with the Facility Head, actively seek new and innovative projects.

Research Administration

- Work closely with the Facility Head in the preparation of applications for external research funding, and monitoring of spend on active awards.
- Identify potential sources of grant income, and developing initial outline proposals to attract such funding.

Operational & Strategic Management

- Lead the general management and administration of the business of the Facility.

- Assist the Facility Head in developing a strategic vision for the Facility, including the identification of objectives and priorities, advising the Facility Head on the practicability of proposed strategic directions.
- Communicate and manage the implementation of agreed strategy within the Facility.
- Operate as the key administrative contact for the CBF, developing a close working relationship with the Principal Investigators that are the Facility's customers.
- Act as secretary to the monthly management committee meetings.

Financial Management

- Prepare estimates for grant applications, quotations for work and invoices for work performed.
- Assist the Facility Head with project financial planning and modelling, the preparation of budgets, and with the quarterly forecasting exercises.
- Oversee income and expenditure against approved budgets, analysing variances, and making recommendations to the Facility Head, as appropriate.
- Manage the cost recovery models within the Facility, ensuring that appropriate systems are implemented to record and charge for services provided and assisting CBF teams to maximise productivity and cost effectiveness.

General Duties

- Attend and participate in national and international conferences and forums as the CBF's representative.
- Assist the Facility Head with general tasks that are commensurate to the grade of the post, or necessary for operational activities.
- Maintain GMP-compliance where appropriate.

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/.

Selection criteria

Essential selection criteria

- Educated to degree level, or equivalent, with the demonstrable intellectual capacity, reasoning, numeracy, and analytical skills required for advanced operational management.
- Evidence of successful work in administration or management in a varied working environment, ideally in a complex research and development organisation.
- Previous experience of working in a scientific laboratory environment.
- Strong interpersonal skills, with a proven ability to act diplomatically, manage conflict, lead change, maintain confidentiality, and encourage a team-based approach to tasks.
- Working knowledge of GMP and the European regulatory environment for IMPs.
- Working knowledge of the scientific grant system and the major funding bodies, and of current issues affecting the research funding sector.
- Experience of preparing and managing financial budgets.
- Evidence of the ability to perform effectively under pressure, with excellent prioritisation, delegation and time management skills.
- Demonstrable ability to communicate effectively, both verbally and in writing, with a wide range of people within and external to the University.
- Advanced level of computer literacy with expertise in the use of spreadsheets.

Desirable selection criteria

- A degree in a biological science.
- Relevant experience and knowledge related to GMP manufacturing.
- Professional qualification in an area related to the work of the post.

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.

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

The Jenner Institute was founded in November 2005 to develop innovative vaccines against major global diseases. Uniquely it focuses both on diseases of humans and livestock and tests new vaccine approaches in parallel in different species. A major theme is translational research involving the rapid early-stage development and assessment of new vaccines in clinical trials.

For more information please visit: department website <http://www.jenner.ac.uk/>

Clinical BioManufacturing Facility

The Clinical BioManufacturing Facility, part of the Jenner Institute, is the University of Oxford's Medicines and Healthcare Products Regulatory Agency (MHRA)-approved GMP (Good Manufacturing Practice) manufacturing facility, where the basic research into vaccines and potential advanced therapies can be translated into the manufacture of novel vaccines classed as Investigational Medicinal Products (IMPs) for use in first in human clinical trials.

The CBF has over 20 years' experience producing biological IMPs according to GMP for early phase clinical trials. It has a Manufacturer's Authorisation for Investigational Medicinal Products (MIA IMPs) from the MHRA. The CBF has manufactured almost 20 novel vaccines for first-in-man studies, as vaccines for infectious disease and cancer therapy and has supported over 60 clinical trials.

For more information please visit: <http://www.cbf.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

http://www.ox.ac.uk/about_the_university/jobs/research/

http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

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/](http://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.