The role

Overview of the role
Alzheimer’s disease is a growing health crisis and there are currently no effective drugs. The NIH has recently funded the Open Drug Discovery Center for Alzheimer’s Disease (Open-AD) ([https://www.nia.nih.gov/news/nih-funded-translational-research-centers-speed-diversify-alzheimers-drug-discovery](https://www.nia.nih.gov/news/nih-funded-translational-research-centers-speed-diversify-alzheimers-drug-discovery)). The consortium will develop a series of new therapeutic hypotheses centred around a prioritized set of novel targets. Open-AD will develop a suite of target enabling tools including high quality antibodies and chemical probes, and openly disseminate all data, methods and reagents to any interested academic and/or commercial investigator to accelerate validation of novel drug targets and to seed new drug discovery efforts. You will develop Target Enabling Packages ([www.thesgc.org/tep](http://www.thesgc.org/tep)) for proteins identified by researchers in Alzheimer’s disease and Parkinson’s disease.

We are looking for an experienced biologist to drive the development of highly annotated target lists in neurodegenerative diseases for SGC Oxford ([www.thesgc.org](http://www.thesgc.org)). The effort is coordinated internationally with multiple research groups and is subject to strict timelines. The position is jointly funded by Open-AD and by the Michael J Fox Foundation. You will implement a scalable...
workflow to critically assess the available information and identify the key missing reagents and know-how needed to catalyse drug discovery and translation. In the Project Coordinator role, you will be in charge of coordinating activities within the SGC and with the international collaborators, and will contribute to reporting on our results and achievements in appropriate media.

This role will be embedded within SGC Oxford and will work with a wide range of SGC and associated scientists as well as collaborating directly with external organisations such as You will have a strong interest in picking up new biology as the literature develops and communicating the essentials around novel target associations to diverse scientists ranging from molecular or cell biologists to medicinal chemists. You will also have an interest in automating the capture and curation of annotations for the target lists you generate and manage.

Responsibilities

- Be responsible for the development and maintenance of target lists for specific disease areas
- Work with disease area experts to prioritise targets within the lists with respect to disease association, novelty, tractability and therapeutic potential.
- Implement sustainable workflows for the annotation of targets including available reagents, antibodies, knock-outs, animal models, chemical matter, patent and literature information, data from large genomics datasets (e.g. Genomics England, Agora, Open Targets) etc.
- Coordinate the multiple collaborative target-based projects with colleagues in the Alzheimer's and Parkinson's research network.
- Maintain an awareness of recent literature feeding new insights into the target lists
- Work closely with senior scientists at the SGC, Open-AD and MJFF to maintain the content and annotation of the target lists
- Provide bespoke high-quality reports regarding target lists or subsets of targets including summary visualisations of key target criteria
- Contribute to the bioinformatic activity in the group, in areas such as big data analysis.
- Assist in other duties in the light of changing circumstances and after consultation with the post-holder

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

- A PhD (or close to completion) in a biological or bioinformatics subject
- Ability to understand key aspects of new biology rapidly, then capture and communicate
- Strong verbal and written communications skills in English, able to interact effectively with scientists from multiple backgrounds and levels of seniority
- Ability to rapidly learn new skills and problem-solve
- A process-oriented approach, with an ability to juggle multiple strands of work and sources of data simultaneously
- A good working knowledge of key biological databases and their purposes
- Attention to detail to ensure that data and reports are complete and of the highest quality
- Experience of writing detailed, accessible, documentation on workflows and processes
- Proactive team-player able to work with others who are geographically dispersed
- The ability to prioritise one’s own work and organise research within project timelines
- The ability to travel and occasionally be seconded within collaborative partners’ organisations

Desirable

- Experience of data science approaches including text mining methods
- Experience with -omics data analysis
- Awareness of target criteria for drug discovery programmes
- Experience in project coordination.

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/.

Structural Genomics Consortium (SGC)

The Structural Genomics Consortium (SGC), a not-for-profit, public-private partnership funds pre-competitive research that contributes to new hypotheses in understanding and treating human disease, and the subsequent identification of new targets for drug discovery. The SGC supports pioneering research at the University of Oxford (UK), University of Toronto (Canada), University of Campinas (Brazil), and University of North Carolina (USA). The reagents and knowledge related to human proteins that the SGC supports are made openly accessible to researchers around the world to accelerate the discovery of new medicines in order to bring potentially life-saving drugs to market faster and at a lower cost.

SGC Oxford, a part of the Nuffield Department of Clinical Medicine, receives funding from public, charitable and private sector organisations such as the European Commission, UK Research Councils, Wellcome Trust, and pharmaceutical companies. Research in SGC Oxford is focused on the production and characterisation of the 3-dimensional structures of soluble and of integral membrane proteins, the discovery of selective chemical probes that can modulate protein function, and the development of target enabling packages that transform genetic hits into starting points for drug discovery. SGC Oxford shares its research outputs through collaborations with researchers worldwide.

For more information please visit: http://www.thesgc.org/scientists/groups/oxford/
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 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 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](http://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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://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](http://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/](http://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/](http://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/](http://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](http://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/](http://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](http://www.newcomers.ox.ac.uk).