Job title | Clinical Project Manager (Corona Virus Vaccine)
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Division | Medical Sciences
Department | Nuffield Department of Medicine, Jenner Institute
Location | Centre for Clinical Vaccinology & Tropical Medicine, Old Road, Headington, Oxford, OX3 7LE
Grade and salary | Grade 7: £32,817 - £44,045 per annum
Hours | Full time
Contract type | Fixed-term for 2 years
Reporting to | Professor Sarah Gilbert
Vacancy reference | 145906
Additional information | Position Funded by United Kingdom Research and Innovations (UKRI) and Coalition for Epidemic Preparedness Innovation (CEPI)

The role

The Jenner Institute, University of Oxford has been developing new vaccines for over 16 years, and initiated SARS CoV-2 vaccine production as soon as the genetic sequence of the novel coronavirus was released. Preclinical development is well underway and plans for clinical trials are advancing rapidly. A pre-GMP vaccine seed stock is in preparation and will be shipped to a CRO who will produce the GMP vaccine batch. Rapid release testing protocols are being established with input from the MHRA. Further interactions will be required to implement these and approve the Clinical Trial Application for a Phase I/II clinical trial. This will follow an adaptive design, initially constituting a First in Human Study, then progressing to a wider age range following safety review. The trial will be initiated in Oxford, but extended to further UK clinical sites to ensure rapid recruitment. The Jenner Institute (http://www.jenner.ac.uk) is seeking to appoint a clinical project manager within the emerging pathogens group to oversee the clinical trials and liaise with the CRO.

The clinical project manager will manage the clinical trial and aspects of the manufacturing, principally communication with the CRO. The ideal candidate will have excellent interpersonal and management skills and be able to interact productively and accurately with other team members, researchers and collaborators. They will need to be highly organised, able to deal with complex information, and able to prioritise a varied workload to meet deadlines. Previous experience in clinical trials and good clinical practice (GCP) are essential for this position. The
The postholder will also provide assistance with other emerging pathogens trials running at the Jenner Institute.

**Responsibilities**

The role holder will work with the Head of Regulatory Affairs, Chief Investigator and clinical trials team on all aspects of clinical trial management.

- Act as the primary contact point in the management and administration of a range of clinical trials.
- Contribute to financial management and the preparation of grant applications including budget estimates for clinical trials. Financial responsibilities also include generation and approval of requisitions and financial reporting.
- Maintain an overview of all aspects of data management and analysis, including the provision of scientific, technical reports and co-ordination of the timely delivery of project work packages and milestones.
- Drafting of clinical protocols, clinical trial ethical applications, related documentation and SOPs.
- Co-ordinating submissions and reports to meet deadlines.
- Work within and interpret legislation and regulatory frameworks including ICH GCP.
- Effectively liaise with external collaborators and funders, including co-ordinating conference calls, face-to-face meetings and organising agendas and minutes.
- Coordinate the supply of reagents, cells and vaccines with overseas clinical units.
- Arrange annual meetings when required.
- Maintain oversight of the trial master files.
- Attending and presenting at conferences, seminars and project meetings as appropriate.
- Participating in and supporting public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Complete any other trial related work as required by the Head of Regulatory Affairs or Chief and/or Principal Investigator.

**Working hours:** Requires flexibility in the hours worked, with the priority being meeting the team’s research goals

**Relationships:** With clinical trial physicians and nurses, clinical research coordinators, team members, laboratory staff, hospital staff, NDM personnel and administration staff, monitors, collaborating company representatives, the RECs and the broader research community.

**Training available:** GCP refresher courses
Clinical research including; ethics, GCP, regulations
Computer/IT skills

**Educational objectives:** The post has the potential to substantially advance individual career development and lead to more senior positions in the public or private sectors

**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/.

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:

- Lone Working
- Work with any substance which has any of the following pictograms on their MSDS:

![Pictograms](image)

Additional security pre-employment checks

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

- A satisfactory basic Disclosure and Barring Service check due to
- University security screening (eg identity checks)

Selection criteria

Essential selection criteria

- A first degree in a relevant biological subject
- Ability to manage financial and operational resources
- Excellent interpersonal and communication skills and ability to work in a team
- Highly organised with an ability to manage a vast amount of relatively complex information and to prioritise a demanding workload with competing deadlines
- Knowledge of IT software including Microsoft Office
- Excellent organisational and problem solving skills
- Project management experience, ideally in a relevant area
- Good understanding of the IMP development process from pre-clinical development, through manufacturing and release, to clinical trials management.
- Previous clinical trials experience and knowledge of GCP
Desirable selection criteria

- Experience of financial management within a higher education setting;
- Previous vaccine development or immunology experience
- PhD in a relevant area or equivalent experience

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

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/

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. 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
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**

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<th>Employee benefits</th>
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<td>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 <a href="http://www.admin.ox.ac.uk/personnel/staffinfo/benefits">www.admin.ox.ac.uk/personnel/staffinfo/benefits</a>.</td>
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<td>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 <a href="http://www.club.ox.ac.uk">www.club.ox.ac.uk</a> and <a href="http://www.sport.ox.ac.uk/oxford-university-sports-facilities">www.sport.ox.ac.uk/oxford-university-sports-facilities</a>.</td>
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<th>Information for staff new to Oxford</th>
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<td>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 <a href="http://www.welcome.ox.ac.uk">www.welcome.ox.ac.uk</a>. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <a href="http://www.admin.ox.ac.uk/personnel/permits/reimburse&amp;loanscheme/">www.admin.ox.ac.uk/personnel/permits/reimburse&amp;loanscheme/</a>.</td>
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<td>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 <a href="http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/">www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/</a>.</td>
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<td>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 <a href="http://www.admin.ox.ac.uk/childcare/">www.admin.ox.ac.uk/childcare/</a>.</td>
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<td>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 <a href="http://www.admin.ox.ac.uk/eop/disab/staff">www.admin.ox.ac.uk/eop/disab/staff</a>.</td>
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<td>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 <a href="http://www.admin.ox.ac.uk/eop/inpractice/networks/">www.admin.ox.ac.uk/eop/inpractice/networks/</a>.</td>
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<td>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 <a href="http://www.newcomers.ox.ac.uk">www.newcomers.ox.ac.uk</a>.</td>
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