

<b>Job title</b>	Chief Scientific Officer
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	Pandemic Sciences Institute, Old Road Campus Research Building, Roosevelt Drive, Headington, Oxford, OX3 7DQ
<b>Grade and salary</b>	Grade 10: £61,198 - £70,198, with a discretionary range to £77,476 per annum
<b>Contract type</b>	Fixed term contract for 4 years in the first instance
<b>Reporting to</b>	Pandemic Sciences Institute Director
<b>Vacancy reference</b>	163344
<b>Additional information</b>	<b>The successful person will need to work on site for a minimum of 3 days per week</b>
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> </ul>
<b>What we offer</b>	<p><a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a></p> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>



**NUFFIELD DEPARTMENT of MEDICINE**

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## The role

The Pandemic Sciences Institute (PSI), officially launched in 2022, is a multidisciplinary institute dedicated to discovering, creating, and enabling practical interventions to control infectious disease threats worldwide. The exciting new position of Chief Scientific Officer (CSO) has been established to support the PSI Director to deliver the PSI scientific strategy. The CSO role is critical to delivering this world leading initiative.

As the CSO, you will have responsibility for co-ordinating, facilitating, monitoring and evaluating the delivery of the PSI Science Strategy. As CSO you will be a core member of the PSI Senior Management Team and will work with senior PSI investigators to develop and implement a science delivery plan. This plan should include the identification of capability gaps, opportunities, and a structured approach to research delivery.

This role requires an individual with extensive research and development experience in the academic, not-for-profit, or industrial sector, experience in research or programme management (preferably at a strategic level), and excellent influencing and advocacy skills.

## Responsibilities

### Supporting the Institute Director to successfully deliver the science strategy and vision for the PSI by:

- Being responsible and accountable for leading the development and implementation of a PSI science delivery plan to enable, track, and deliver the PSI scientific strategy (2022-2026).
- Ensuring external partnerships are included in the science delivery plan and the PSI can track and deliver commitments and impact from external partnerships.
- Developing and managing a PSI science delivery team. This includes but is not limited to existing science programme managers such as the Nipah virus programme manager.
- Compiling reports and presentations to inform PSI science strategy and planning within the department and University. This includes scientific, milestone, financial and risk reporting.
- Ensuring independent and scientifically rigorous review of the PSI's research programme including the establishment of an Independent Scientific Advisory Board.

### Assessing capability gaps and opportunities by:

- Advising the PSI Director and Business Manager on human resources, technical infrastructure and strategic investments that are required to deliver the PSI strategy.
- Identifying and helping resolve critical risks to the delivery of the programme of research. This will include preparing a science delivery risk register, including potential reputations risks.
- Identifying funding and partnership opportunities. This will include working with the department's senior management team to identify opportunities for programme development and preparing project outlines and business cases.
- Provide line management for the broader PSI Science Strategy and Delivery team.

### Other Duties

- In collaboration with the Head of Communications and the Science Writer, support the development and execution of communications to support the scientific visibility and credibility of the PSI and the translation of science outputs into tangible impacts.
- When required, representing the PSI and presenting the Institutes projects to potential investors and partners.
- Any other duties as deemed appropriate for the grade.

## Selection criteria

### Essential

- Hold a relevant PhD/DPhil with significant post-qualification research experience.
- A track record in science co-ordination and/or delivery, in either an academic, not-for-profit, or industry environment.
- A strong leadership record with experience of leading and managing staff, particularly through translation of academic scientific vision to project delivery, with the ability to engage and motivate staff to fulfil their potential.
- Demonstrable experience of excellent communication skills both written and oral, with the ability to present to the scientific community and the lay public able to communicate concepts and ideas to technical and non-technical audiences.
- Proven ability to work effectively and credibly with senior stakeholders, from academic, government, not-for-profit, or industry environment.
- Excellent diplomacy, communication and people skills.
- A high level of strategic and creative thinking with the ability to manage complex situations, and competing operational priorities.

### Desirable

- Experience of the life sciences industry including, potentially, large pharmaceutical and/or smaller biotech companies.
- Experience of partnership building and business development activities between academic organisations, the government and industry sectors.
- Graduate level business qualification.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will 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. Please note using a long file name may prevent you from uploading your documents.

- [http://www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

All applications must be received by **midday** UK time 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).

## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly [recruitment@ndm.ox.ac.uk](mailto:recruitment@ndm.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal 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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

## The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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.

