

## Job description and selection criteria

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| <b>Job titles</b>             | <ul style="list-style-type: none"> <li>• Adult Clinical Research Fellow</li> <li>• UK Paediatric Clinical Research Fellow</li> <li>• Paediatric Clinical Fellows supporting global studies</li> </ul>   |
| <b>Division</b>               | Medical Sciences  |
| <b>Department</b>             | Paediatrics   |
| <b>Location</b>               | Oxford Vaccine Group, Churchill Hospital, Oxford  |
| <b>Grade and salary</b>       | Grade E63: £29,384 - £58,398 per annum  |
| <b>Hours</b>                  | Full time   |
| <b>Contract type</b>          | Fixed-term (12 months in the first instance, extensions subject to funding)   |
| <b>Reporting to</b>           | Prof Sir Andrew Pollard<br>Direct line managers: Clinical Delivery Lead (for Adult and Paediatric Clinical Research Fellows) and Senior Clinical Program Manager (for Paediatric Clinical Fellow supporting global studies)                             |
| <b>Vacancy reference</b>      | 164913  |
| <b>Additional information</b> | <p><i>This is a rolling advert with an end date of 1 November 2023. We will review applications on the last Wednesday of each month and get back to candidates shortly after.</i></p> <p>This role meets the criteria for a UK Skilled Worker visa.</p> |
| <b>Research topic</b>         | Vaccine and Infectious Disease Research   |
| <b>Principal Investigator</b> | Professor Sir Andrew Pollard  |
| <b>Project team</b>           | Oxford Vaccine Group  |
| <b>Project web site</b>       | <a href="http://www.ovg.ox.ac.uk">www.ovg.ox.ac.uk</a> / <a href="http://www.paediatrics.ox.ac.uk/research/vaccine-and-infectious-diseases-research">www.paediatrics.ox.ac.uk/research/vaccine-and-infectious-diseases-research</a>                     |

## The role

This is an exciting opportunity for a research fellow to take part in the wide range of ongoing research activity working with the team that led the Oxford COVID vaccine trials leading to distribution of 3.5 billion doses, large scale efficacy typhoid vaccine trials in Nepal and Bangladesh which supported global roll out of vaccines with 50 million children vaccinated by 2023. The Oxford Vaccine Group has undertaken key studies that influenced the global use of meningococcal and pneumococcal vaccines. The team have also undertaken research supporting the use of the majority of the vaccines in the NHS immunisation schedule.

Led by Professor Sir Andrew Pollard the OVG is a multi-disciplinary academic team involved in infection related research with strong links to Oxford University Hospitals NHS Foundation Trust. Participation in paediatric outpatient clinic and an in-patient consultation service in paediatric infectious diseases may be possible if desired for paediatricians and similar opportunities exist for adult research fellows supported by Professor Maheshi Ramasamy. Additionally, the post holder have the opportunity to be involved in teaching of medical students, nurses and clinical trainees.

Working with the project managers, study statisticians, epidemiologists, nurses, IT, and data mangers the Research Fellow will be involved in development of study protocols and essential documents needed in the preparation and submission of ethics and grant applications and study delivery. The post-holder will provide clinical support and governance for the OVG clinical trial activity with the possibility to develop a programme of work towards a higher degree.

Fellows supporting non-UK studies would gain experience in low resource settings, working with local clinicians and laboratory research staff with the expectation of significant international travel.

Adult Research Fellows would work on the ground-breaking Human Challenge studies which includes out-of-hours clinical visits and may include laboratory processing of participant samples.

UK Paediatric vaccine studies will involve travelling to parents' homes, outlying clinics and/or GP Practices. Use of own car (or independent travel) will be necessary, and a mileage allowance will be provided.

## Responsibilities

- Conceptualise, design, structure and undertake the clinical delivery of research work
- Lead on the provision of expert technical advice and professional training for research staff relevant to the implementation of the research, in accordance with the protocol, ethics approval, SOPs and international guidelines.
- Lead with regards clinical governance in the monitoring and reporting of the research at study sites and to trial specific data safety monitoring boards (for example reporting of serious adverse events).
- Lead on, collaborate and liaise in the preparation of clinical reports and peer reviewed journal articles for national and international stakeholders and research funders
- Professionally support the research team both at OVG and sites in ensuring Good Clinical Practice (GCP) in all aspects of study implementation.
- Conduct the research and act as a key source of information and professional research advice to other members of the team and external study sites Provide medical oversight of trial participants including ensuring good clinical governance at local study sites with regards the clinical evaluation of participants in the research studies
- Contribute if required to a 24-hour telephone on call advice line for vaccine study participants

## Selection criteria

### Essential

*For all Clinical Research Fellows*

- Medical Degree
- Full General Medical Council Registration or evidence of having applied for GMC registration
- At least three years' experience in clinical medicine
- Evidence of good communication and interpersonal skills

*Additionally for Adult Clinical Research Fellows*

- Willingness to cover clinical visits on an on-call rota basis

*Additionally for UK Paediatric Clinical Research Fellows*

- MRCPCH or equivalent qualification or equivalent experience
- At least one year's experience in paediatrics
- Full driving licence and own car (mileage allowance given) or ability to travel flexibly and independently through the Thames Valley area

*Additionally for Paediatric Clinical Fellows supporting global studies*

- MRCPCH or equivalent qualification or equivalent experience
- Availability for significant travel to trial sites to support implementation
- Ability to work in diverse teams, in challenging settings

### Desirable

- An interest in adult or paediatric infectious diseases, microbiology, immunology gastroenterology, acute internal medicine or public Health
- Experience of working with clinical studies; understanding of Good Clinical Practice
- Information technology skills
- Management experience
- MRCP or equivalent qualification or equivalent experience (for Adult Clinical Research Fellows)

## 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>

### **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, and the offer of employment will be subject a successful outcome of this assessment.

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

- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- Work in clinical areas with direct contact with patients (NOT administrative roles)
- Travel outside of Europe or North America on University Business (for Paediatric Clinical Fellow supporting global studies)

### **Additional security pre-employment checks**

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

- This role requires a research passport / honorary contract. The department will support the successful candidate in obtaining this where required and appropriate
- A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children (for Additionally for UK Paediatric Clinical Research Fellows and Paediatric Clinical Research Fellows supporting the global studies)
- A satisfactory basic Disclosure and Barring Service check due to the nature of this position (for Adult Clinical Research Fellows)
- University security screening (e.g. identity checks)

## 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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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](http://www.ox.ac.uk/about/organisation).

## Oxford Vaccine Group

The Oxford Vaccine Group (OVG) is led by Prof Sir Andrew J Pollard, Professor of Paediatric Infection and Immunity. Staff are based within a purpose built centre on the Churchill Hospital site and form part of the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM). The aim of OVG is to co-ordinate expertise in the study of microbial diseases and the immune response to microbes, in order to facilitate research on the development and implementation of vaccines. This may include new, improved or combined vaccines for the adult and paediatric population.

Since 2020, OVG conducted Phase I-III clinical trials to evaluate the efficacy of a COVID-19 vaccine candidate, ChAdOx1 nCoV-19, in collaboration with AstraZeneca, and the results from these trials led to the authorisation of the emergency use of ChAdOx1 nCoV-19 in the UK. Besides the ChAdOx1 nCoV-19 trials, OVG is currently leading other research on COVID-19 vaccines, which will impact the UK policy on COVID-19 vaccination strategy.

More information about OVG may be found at the website: <http://www.ovg.ox.ac.uk>

## Department of Paediatrics

The Department of Paediatrics is a world leader in child health research and hosts internationally renowned research programmes in drug development, gastroenterology, haematology, HIV, immunology, neuroimaging, neuromuscular diseases and vaccinology. Our work spans from early proof-of concept fundamental science, all the way up to its application in clinical settings.

We continue to shape the landscape of medical science through positively impacting the lives of millions of children from our global research programmes, academic resources, and commitment to success. Our broad research base positions the department in a pivotal role and subsequently a world leader in child health. With research facilities in the UK and abroad, we work on a global scale, building a paediatric network in the medical science community. We are committed to inform and inspire external audiences worldwide through our public engagement and outreach activities.

In 2021, we successfully administered a grant value of £130,895,28 obtained through 168 projects. Our strong relationship with funding bodies have also been a contributor to the successes and milestones in

children's health research. With strong support from the Wellcome Trust, NIH, Cancer Research UK, UKRI, MDUK, Bill & Melinda Gates Foundation, Academy of Medical Sciences and the NIHR, we have employed 360+ staff, researchers, and students. These figures continue to grow as we expand our activities to overcome the multitude of challenges within children's research health.

For more information please visit: <http://www.paediatrics.ox.ac.uk/>

The Department of Paediatrics holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## **Medical Sciences Division**

We are an internationally recognized centre of excellence for biomedical and clinical research and teaching, and 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: <http://www.medsci.ox.ac.uk/>

## 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>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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)

Please upload all documents **as PDF files** with your name and the document type in the filename.

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 at [recruitment@paediatrics.ox.ac.uk](mailto:recruitment@paediatrics.ox.ac.uk) or using the contact details in the online advertisement.

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 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: <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.



## 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 <https://hr.admin.ox.ac.uk/staff-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 <https://www.sport.ox.ac.uk/>.

### 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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### 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 the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care> 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 <https://childcare.admin.ox.ac.uk/>

### 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 <https://edu.admin.ox.ac.uk/disability-support>

### 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 <https://edu.admin.ox.ac.uk/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).