



**THE JENNER
INSTITUTE**
DEVELOPING INNOVATIVE VACCINES



Job title	Clinical Project Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Jenner Institute, Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Oxford, OX3 7LE
Grade and salary	Grade 7: Salary in range £36,024 - £44,263 per annum (pro rata)
Hours	Full time
Contract type	Fixed-term contract until 21 July 2025
Reporting to	Head of Regulatory Affairs
Vacancy reference	167559
Additional information	Funding provided by the Gates



NUFFIELD DEPARTMENT of MEDICINE

HR Centres of Excellence, Henry Wellcome Building for Genomic Medicine,
Roosevelt Drive, Oxford, OX3 7BN, United Kingdom

Tel: +44 (0)1865 287870

www.ndm.ox.ac.uk

The role

The Jenner Institute, University of Oxford has been developing new vaccines for over 20 years. Over that time, we have conducted phase I and IIa clinical trials to evaluate the safety, immunogenicity and efficacy of new malaria vaccines in healthy volunteers in the UK. Trials evaluating the safety, immunogenicity and efficacy of vaccines in malaria endemic areas have also been conducted in Africa including a Phase III trial across four countries (Mali, Kenya, Tanzania and Burkina Faso). New malaria candidate vaccines are currently being developed and will be tested in Oxford. We have also developed and tested a number of candidate vaccines against emerging pathogens including Ebola, MERS, Chikungunya, RVF, Zika and Covid-19 in clinical trials. New mRNA vaccines are also currently being developed and will be tested in Phase I clinical trials. The clinical programmes are coordinated from the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM).

This post involves managing a number of clinical trials mainly in the UK with input into overseas clinical trials in e.g. Africa. You will be responsible for the management of phase I and IIa malaria trials and clinical trials involving vaccines against emerging pathogens. The post will also involve some financial grant management. You will have good interpersonal and management skills and be able to interact productively and accurately with other team members, researchers and collaborators. You will need to be highly organised, able to deal with complex information, and able to prioritise your workload to meet deadlines. You will have excellent verbal and written communication skills. Previous experience in clinical trials and good clinical practice (GCP) are also essential for this position. The group is within the Jenner Institute (<http://www.jenner.ac.uk>) and works very closely with groups undertaking clinical trials of candidate vaccines against TB, cancer, HIV, hepatitis C and other diseases.

The post is based at the Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Oxford (www.ccvtm.ox.ac.uk).

There are strong links with other research centres in the University Division of Medical Sciences and with overseas field sites.

Responsibilities

You will:

- Carry out financial management of clinical trials funded by a portfolio of grants, including generation of requisitions, requisition approval and financial reporting.
- Manage numerous clinical trials and where applicable the coordination of reagents, cells and vaccines with overseas clinical units.
- Work within and interpret legislation and regulatory frameworks including ICH GCP.
- Draft clinical trial ethical /Combined review applications and co-ordinate submissions to meet deadlines.
- Contribute to the preparation of grant applications, including provision of project plans and budget estimates for clinical trials.
- Carry out data management and analysis, including the provision of scientific, technical, and financial reports.
- Draft clinical protocols and related documentation, and writing SOPs.
- Maintain an overview of all aspects of trial administration.
- Oversee the trial master files.
- Maintain complete and accurate records.
- Chair TC meetings with clinical sites and collaborators.
- Attend and present at conferences, seminars and project meetings as appropriate.



- Carry out any other trial related work as required by the Head of Regulatory Affairs or Chief Investigator.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- 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 the ability to meet competing deadlines.
- Intermediate computer skills, particularly Microsoft Office package.
- Project management experience, ideally in a relevant area.
- Previous clinical trials experience and knowledge of GCP.
- Ability and willingness to work independently, to support and supervise others as may be necessary, and to work effectively as a part of a cross-functional team.
- Highly developed problem solving and organisation skills.

Desirable

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

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>



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.

About the Nuffield Department of Medicine (NDM)

The Nuffield Department of Medicine aims to improve healthcare internationally through its research and teaching. Over the last fifty years, it has pioneered the use of genetics, structural and cellular biology to understand susceptibility to human disease; at the same time, it remains a department of clinical medicine with a clinical interface at the core of its success. The NDM is the largest department in the University of Oxford and the largest department of medicine in Europe by research income.

The department is organised around a series of strong and identifiably unique institutes, centres and units; but its aim is to be as non-hierarchical and closely-knit as possible, to encourage the very best interactions and the exchange of ideas between its staff. It supports teaching to encourage the very best students to join academic research. It maintains a £800m portfolio of externally funded research from over 140 different sponsors/funders, and has an annual turnover approaching £200m. The department's activity is run directly through the University, but also through a series of subsidiary companies and other legal vehicles, tailored to the activity and the countries within which it operates. Across these vehicles and partnerships, the department has over 3,000 staff and students working solely on, or supporting, its research and teaching; and 1,000 of these staff are based in Oxford. The NDM holds collaborative grants with ~40 other departments or centres in the University of Oxford.

The NDM is recognised for its diverse impacts in the field of healthcare. These range from the discovery of the mechanism of hypoxic gene regulation (Sir Peter Ratcliffe, Nobel Prize 2019) to the worldwide introduction of artemisinin and combination therapy for malaria (Sir Nick White and others). The underlying strength of the department, and its ability to bring together disciplines, has been evident through its contributions to the pandemic response, including: ISARIC and its overseas activity, IDDO and TGHN, the work of the Africa-Asia Programmes, the Oxford-AZ vaccine, elucidating the structural biology of variants and neutralising antibodies, the Office of National Statistics study, the UK Serology Surveillance platform, the standard testing of commercial assays for the Government, Mobile Apps, RECOVERY trial leading to the worldwide use of dexamethasone, the NHS cohort studies, the COMBAT study. This activity has certainly saved more than 2m lives during the pandemic.



The major strategic plans of the NDM are built around, (1) establishing a step-change in to clinical pathology and the study of human disease in all clinical specialities; (2) accelerating the discovery of new medicines; and (3) addressing the burden of worldwide infectious disease, including emerging threats. The GSK-Oxford Molecular and Computational Medicine Institute (MCMI) is aligned with this vision and will be primarily based in its Wellcome Centre for Human Genetics and Big Data Institute with strong links to other departments and its overseas activity.

The NDM has a strong commitment to careers and equality of opportunity and treatment. The Department holds an 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 the NDM pages of [Equality, Diversity and Inclusion](#).

For more information on NDM please visit: <https://www.ndm.ox.ac.uk>

The Jenner Institute - Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital, Oxford

The University of Oxford's Jenner Institute and Oxford Vaccine Group have been at the forefront of scientific endeavour to develop vaccines for diseases of major global importance for more than 30 years. Oxford's coronavirus vaccine has been approved for use in a number of countries, marking an important milestone in the fight against COVID-19. Prof Hill's malaria vaccine has shown high efficacy in clinical trials in the UK and Africa and could be the first widely used vaccine to impact on the great disease burden of malaria in Africa. Scientists at the Jenner Institute, University of Oxford, have developed new candidate vaccines for tuberculosis, HIV, and Hep C.

For more information please visit: <http://www.jenner.ac.uk/> and <http://www.tropicalmedicine.ox.ac.uk/home>

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/

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

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 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 70th 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 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>

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

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.

