

Summary

Job title	Programme Manager: NIHR Mental Health Translational Research Collaboration
Division	Medical Sciences
Department	Psychiatry
Location	Warneford Hospital
Grade and salary	Grade 7: £36,024-£44,263 (discretionary range to £48,350) per annum
Hours	Full time – consideration would be given to candidates wishing to work part time (minimum 80% FTE) on a pro-rata basis, with a commensurate adjustment in the responsibilities and duties
Contract type	Fixed-term (funded to 31-January 2028)
Reporting to	NIHR Mental Health Translational Research Collaboration Manager
Vacancy reference	168189
Additional information	

The role

The NIHR Mental Health Translational Research Collaboration ([MH-TRC](#)) brings together world-leading research expertise and infrastructure funded by the NIHR and located in the major universities and NHS Trusts across the UK to accelerate translation of discoveries in mental health research into clinical practice. It currently involves nine of the NIHR's Biomedical Research Centres (BRC)/ Clinical Research Facilities (CRF) and several additional centres of excellence across England, Scotland, Wales and Northern Ireland. The vision of the MH-TRC is to engage in world class translational research in partnership with academics, the life sciences industry, and charities, and to develop the foundations for improved mental health.

The MH-TRC is currently Chaired by Professor John Geddes at the University of Oxford who works closely with Chair-Elect, Professor Rachel Upthegrove at the University of Birmingham and Emeritus Chair, Professor Matthew Hotopf at the Institute of Psychiatry, King's College London. A new £42.7 million investment into mental health research has been announced by the NIHR and the Office for Life Sciences. This is Phase 1 of [the Mental Health Mission \(MHM\)](#), which will be delivered via the MH-TRC.



The MHM consists of two demonstrator sites (in Liverpool and Birmingham) and five workstreams (Capacity Development, Mood Disorders, Early Psychosis, Data and Digital, & Children and Young People). The MH-TRC wishes to appoint a Programme Manager, who will work closely with and support the MH-TRC manager, to ensure that MHM activity is delivered as planned.

Working as part of the MH-TRC team, this role will work at the intersection between Universities, NHS Trusts, the National Institute for Health Research, Department of Health and Social Care. The post-holder will have strong communication and interpersonal skills to work with individuals at all levels to establish productive, collaborative working relationships. Although the post will be based in Oxford, the role requires working closely with:

- NIHR Office for Clinical Research Infrastructure (NOCRI), as a member of the Collaborations Team
- Academics and Clinical academics within the MHM workstreams and demonstrator sites.
- Other stakeholders including senior scientists and clinical academics working in mental health research from across the UK, charities, industry and other collaborators to the MHM

The appointee will feel at ease juggling multiple tasks and tight deadlines within a high workload. They will be a proactive, self-motivated, flexible and enthusiastic team player who can work independently and as part of a team.

For an informal discussion or to find out more about the position please contact: Dr Julie Bieles (Julie.bieles@psych.ox.ac.uk).

Responsibilities

The post-holder will report to, and work closely with, the MH-TRC Manager to monitor delivery of the agreed objectives for MHM workstreams and demonstrator sites. The Programme Manager will deputise for the MH-TRC manager in their absence, which may include attending meetings on their behalf.

A key role for the Programme Manager is to work with MHM workstream/demonstrator site leads to monitor progress against objectives and metrics. The Programme Manager will work with the MH-TRC manager to report metrics to NIHR on a quarterly basis, and to provide an update against objectives on an annual basis.

This role will be based in the Department of Psychiatry in Oxford but is anticipated the post holder will work across multiple sites, both remotely and face-to-face as required. The post-holder will spend time working with colleagues at all of the MHM sites, and NIHR (based in London and Twickenham). Responsibilities will include:

1. Act as a point of contact between the NIHR and the MH-TRC.
2. Provide day to day coordination of deliverables for the MHM workstreams and demonstrator sites
3. Assist the Chair, MH-TRC manager and MHM leads with progress reports and any other ad hoc reporting requests throughout the year such as reports of publications and research recruitment activity.
4. Arrange, and attend, regular MH-TRC and MHM meetings, which may include preparing paperwork for and minuting of meetings
5. Develop a thorough working knowledge of research capabilities, activities and collaborative potential across the MHM partners. Liaise with researchers to maintain accurate records of research activity supported by the MHM, including outputs such as publications, external funding leveraged and intellectual property generated etc.
6. Work closely with the NOCRI Comms and Engagement Manager to ensure that the work of the TRCs and the NOCRI team are effectively communicated and promoted, identifying relevant case studies and success stories
7. Report progress of MH-TRC activities, which will include MHM activities, to NIHR, on a quarterly or ad hoc basis, as requested.
8. Contribute towards the MH-TRC annual reporting to NIHR

Selection criteria

Essential selection criteria

- Hold a degree, or equivalent qualification, in a biomedical discipline
- Project management experience and evidence of delivering project outputs
- A high level of competence in IT and especially in spreadsheet, database, and relevant scientific, management and presentational software
- An excellent standard of written and communication skills
- Excellent presentational skills
- Excellent interpersonal, team working and networking skills
- Ability to work proactively, multi-tasking and prioritising with minimal guidance and supervision to meet deadlines, and changing priorities,
- An ability to work with care and precision and with meticulous attention to detail
- Self-motivated, resourceful and proactive
- Able to work across multiple sites to drive a national research initiative

Desirable selection criteria

- Experience of working with academic research collaborations, commercial partners, and/or research funders
- Experience of working in either a higher education or research institution, a large research funder or a biomedical or other research active company in the private sector
- Proven experience of research facilitation and research management
- Experience of strategic research management across large and complex organisations
- Prior involvement with mental health research

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.

Department of Psychiatry

The Department of Psychiatry based on the Warneford Hospital site in Oxford has an international reputation for excellence. The Head of Department is Professor Belinda Lennox. The Department has a substantial research programme, with major funding from Medical Research Council (MRC), Wellcome Trust and National Institute for Health Research (NIHR) and provides highly rated medical training in psychiatry. There are approximately 220 staff including 33 principal investigators leading research groups investigating applying a wide range of approaches from translational neuroscience, experimental medicine, epidemiology, clinical trials and health services research to developmental disorders, mood disorders, cognitive disorders and self-harm and suicide. There are strong links with other departments and institutes both within and outside Oxford: these links ensure that we can apply the best scientific methods to psychiatric and cognitive disorders. The Department has an annual turnover approaching £10 million with more than 130 research grants.

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

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

Medical Sciences Division

For more information please visit: <https://www.medsci.ox.ac.uk/>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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:

vacancies@psych.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 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.