

Job description and selection criteria

Job title	Senior Programme Manager
Division	Medical Sciences
Department	Paediatrics
Location	Department of Paediatrics, Oxford Vaccine Group, CCVTM, Churchill Hospital, Oxford
Grade and salary	Grade 8: £45,585 - £54,395 (with a discretionary range to £59,421 per annum, pro rata if part-time)
Hours	Full time (<i>part-time hours considered, a minimum of 80% FTE</i>)
Contract type	Fixed-term (3 years)
Reporting to	Professor Teresa Lambe, Professor of Vaccinology and Immunology
Vacancy reference	168603
Additional information	<i>This role meets the criteria for a UK Skilled Worker visa</i>

The role

The Emerging Pathogens team, under the direction of Professor Teresa Lambe OBE, and as part of the Oxford Vaccine Group within the Department of Paediatrics, combines several novel approaches and established platform technologies to maximize the development of vaccines that can prevent disease caused by outbreak pathogens. We design new vaccines and progress them through an iterative process to advance them from bench to bedside with the main focus on safe, rapid translation of efficacious vaccines; as evidenced by the Oxford/AstraZeneca ChAdOx1 nCoV19/ Vaxzevria. Prof Lambe is one of the Principal Investigators overseeing the Oxford/AstraZeneca vaccine programme.

The Emerging Pathogens team are developing and testing vaccines against viral hemorrhagic fevers including Ebolavirus, Crimean Congo Hemorrhagic Fever, and Junín virus. The group are working toward these vaccines being manufactured, clinically assessed and stockpiled, ready for use in outbreaks. The programme of work requires a Senior Programme Manager to coordinate activities across a number of programmes, including CEPI projects. The focus of this role will be to coordinate and support the development of these vaccines, as well as working alongside the wider team (scientists, clinicians, manufacturers, project managers and funders) to support the development these programmes.

The post holder you will work closely with Professor Teresa Lambe OBE, at the Oxford Vaccine Group based at the University's Old Road Campus in Headington. The Oxford Vaccine Group has an excellent record of attracting external grant funding, a robust publication record, and strong collaborations with international teams. Working closely with the clinical team, the group has a major translational emphasis, with full integration of the clinical and laboratory teams. The role is initially funded by CEPI for 36 months in the first instance

Responsibilities

- Maintain oversight of the complete CEPI programme, acting as the primary point of contact with the funder, and supporting other members within the team.
- Be responsible for project, budget and resource planning, identifying shortfalls and issues and providing feasible solutions to existing problems and to strategic management of the projects in order to meet project goals. This may include maintaining oversight of some non-CEPI funded projects and budgets within the Group as required.
- Working closely with Prof Lambe, the Director of Global operations and departmental and central administration (Finance, HR, Research Services, (in particular coordinating material transfer agreements), and Research Accounts), as appropriate to manage the projects according to University policies and the terms and conditions of any funder.
- Share responsibility for shaping the research group's plans, with responsibility for project, budget and resource planning
- Coordinate Material Transfer Agreements, Data Sharing Agreements and other collaborative agreements, for the group, in close liaison with relevant University personnel, administrators and external collaborators.
- Support the Grant Management Team with the preparation of reports and financial reporting deadlines, to enable the timely submission of reports to funding organisations.
- Coordinate scientific reporting to the funders for projects, liaise with scientific and administrative staff to ensure timely submission of these.
- Effectively analyse and interpret large amounts of research data, accurately identify relationships between interdependent factors, confidently draw conclusions on the outcomes and act according to the conclusions drawn.
- Be responsible for scientific communication within the team with collaborators and contractors (written and oral).

- Organise and chair meetings and committees, co-ordinate conference calls, present project updates, take and distribute minutes, action points and agendas and implement suggested actions with the appropriate members of the team.
- Represent the programme in internal and/or external scientific meetings as required and provide programme-specific contributions to the website, newsletters, communications and events.
- Attend relevant scientific seminars, meetings and training as appropriate.
- Assist the HR team in the recruitment process following University / Paeds recruitment policies including the preparation of recruitment documents, selecting, and being part of interview panels in project related recruitment processes.
- Line manage other staff as may be appropriate and provide ad hoc project management training to students and junior staff.
- Provide support for all staff employed on the projects to ensure they are following all University and project specific directives, and receive the appropriate training.
- Act at all times in the best interest of the University to ensure that the projects are managed in accordance to good research practice.
- 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

- Educated to undergraduate level with a scientific degree.
- An excellent track record of successfully managing and delivering complex scientific research projects.
- Knowledge of translational, preclinical or clinical trials management.
- Highly organised with the ability to manage a vast amount of relatively complex information and to prioritise a demanding workload with competing deadlines.
- Ability to communicate effectively to a high standard, including relatively complex scientific matters, orally and in writing.
- Strong interpersonal skills, to work efficiently in multidisciplinary teams and with a wide variety of people internationally.
- Ability and willingness to actively contribute towards developing and improving innovative ways of working and managing projects and research programmes, including an ability work independently, to support and supervise others as may be necessary, and to work effectively as part of a cross-functional team.
- Critical thinking ability and good problem-solving skills, an eye for detail and an ability to work to high standards consistently.
- Advanced computer skills ideally in Microsoft Office package and Project Management software

Desirable

- A PhD in a relevant area.
- Experience in vaccine development research
- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector.
- A certified Project Manager Qualification (i.e. Prince 2).

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>

Additional security pre-employment checks

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

- Enhanced Level Screening as this role includes conducting research involving animals (or working closely with such research); or with access to/ knowledge of the location of certain pathogens, toxins, irradiators.
- A satisfactory basic Disclosure and Barring Service check due to the nature of this position, e.g. working with highly sensitive data
- 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.

The University of Oxford has recently published their New Ways of Working framework to ensure professional service staff can continue to support the University's academic mission whilst working on site or remotely. For more information, please visit <https://hr.admin.ox.ac.uk/new-ways-of-working>

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.

Oxford Vaccine Group

The Oxford Vaccine Group (OVG) is led by 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.

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 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.

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 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> 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.