

Summary

Job title	Part-time Project Manager: Cultural Psychiatry and Health Inequalities (CHIMES)
Division	Medical Sciences
Department	Psychiatry
Location	Warneford Hospital
Grade and salary	Grade 7: £36024-38205 per annum pro rata
Hours	Part time (50%FTE)
Contract type	Fixed-term (funded to 31 May 2026)
Reporting to	Professor Kam Bhui
Vacancy reference	168802
Additional information	

The role

We are seeking to recruit a part-time project manager to support a project on ethnicity and multimorbidity in 7 NHS sites in England. This post is funded part-time by the NIHR. The research involves photovoice gathering patient experiences to understand the drivers of multimorbidity and psychosis, and then use these data to co-design local and national responses in terms of practice and policy. The work is led from University of Oxford with University and NHS and NGO partners around England. The post holder will report to Professor Kamaldeep Bhui and work closely with the dynamic team of researchers working in the CHIMES collaborative.

The ideal candidate will have experience of supporting projects and organising data. They will need good interpersonal and management skills as they will need to build effective professional working relationships with academics in other departments and Universities, NGO, NHS partners, and local authority stakeholders.

Responsibilities

- Providing project management support.



- Devising and implementing office administrative systems and procedures. Plan and manage elements of resourcing research projects.
- Organising arrangements for meetings, events and conferences held at the University and other venues as appropriate.
- Providing administrative oversight on financial matters: for example, the management of travel, subsistence and other expenses and allowances such as booking venues.
- Identifying priority items of business and allocate time and resources accordingly.
- Replying to a range of issues on behalf of Professor Kamaldeep Bhui
- Developing successful working relationships with academic and support staff colleagues across the department and in the wider University.
- Oversee the day-to day logistics of the study
- Liaise with partners on different aspects of the study including preparing reports; responding to stakeholder questions and requests from local authorities; ensuring research team and others have appropriate access and permissions to access data.
- To be proactive in suggesting ways to improve functioning of different projects and the wider team.

The job description is not intended to be rigid or inflexible, and the main duties and responsibilities of the post listed above may be subject to change in light of experience and developments. You are expected to work flexibly and respond positively to changing needs.

Selection criteria

Essential selection criteria

- An undergraduate degree in relevant subject or relevant experience
- Excellent administrative and project management skills with experience of managing multiple administrative duties within academic setting
- Ability to use initiative to plan and organise complex activities and programmes, requiring formulation and adjustment as necessary
- Evidence of operational management skills
- An understanding of data management including archiving, GDPR and confidentiality
- Excellent range of IT skills (including MS Word, Excel, Access)
- Proven ability to organise and motivate others, and demonstrate leadership skills
- Ability to prioritise and manage own workload in a calm and professional manner
- Ability to work on your own initiative, accurately, with a strong attention to detail
- Experience of co-ordinating research meetings across sites and partners
- Excellent interpersonal and communication skills and experience of working in an interdisciplinary area.

Desirable selection criteria

- Experience of data entry and management of data sets
- Experience of qualitative research
- Experience of managing multi-site projects
- Interest in mental health delivery 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>

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:

- Work in clinical areas with direct contact with patients (NOT administrative roles)

Additional security pre-employment checks

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

- A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving 'at risk' adults

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

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.