

# Job description

Job title	Research Facilitator
Division	Medical Sciences Division
Department	Oxford Population Health (Nuffield Department of Population Health, University of Oxford)
Location	Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Grade 7: £36,024- £44,263 per annum
Hours	Full time (part time considered)
Contract type	Fixed-term (2 years)
Vacancy reference	168846



## About Oxford Population Health

Oxford Population Health (the Nuffield Department of Population Health) provides an excellent environment for multi-disciplinary research and teaching and for professional and support staff. We work together to answer some of the most important questions about the causes, prevention and treatment of disease.

The Department has around 900 staff, students and academic visitors working in a number of world-renowned population health research groups, including the Clinical Trial Service Unit and Epidemiological Studies Unit (CTSU), the Cancer Epidemiology Unit (CEU), the National Perinatal Epidemiology Unit (NPEU) and other groups working on public health, health economics, ethics and health record linkage. It is also a key partner in the Oxford University's Big Data Institute.

In the 2021 Research Excellence Framework (REF), 96% of the research submitted to Unit of Assessment 2: Public Health, Health Services and Primary Care, was ranked either 4\* (world-leading in terms of originality, significance and rigour) or 3\* (internationally excellent in terms of originality, significance and rigour). This comprised research from Oxford Population Health and research from the Nuffield Department of Primary Care Health Sciences. We scored particularly well for having an environment that is conducive to producing research of world-leading quality and enabling outstanding impact, in terms of its vitality and sustainability.

In addition to its research activities, the Department is home to the [MSc in Global Health Science and Epidemiology](#), the [MSc in Clinical Trials](#), and a variety of short courses. Students also come to undertake research for [DPhil degrees](#). Teaching is provided for undergraduates reading for Medicine and for public health doctors in specialist training.

For more information please visit the [Oxford Population Health website](#).

## About the Medical Sciences Division

The Medical Sciences Division is an internationally recognised 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 the [Medical Sciences Division website](#).

## 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 the [Oxford University website](#).

## Cancer Epidemiology Unit

The main emphasis of research in the Cancer Epidemiology Unit (Director: Professor Gillian Reeves; Deputy Director Professor Tim Key) is on providing large-scale reliable evidence on the relationships between common exposures (such as obesity, diet, smoking, alcohol, the use of oral contraceptives and hormone replacement therapy, endogenous hormones, shift-work), as well as molecular and genetic factors, and the risks for common conditions of public health importance such as breast, prostate, and colorectal cancers, cardiovascular disease and fractures. Much of this work centres on large scale cohort studies (EPIC, the Million Women Study, UK Biobank), and on the several International Collaborative Groups based in the Unit. Current research areas also include work on statistical and epidemiological methodology, and a programme of work related to the National Health Service screening programmes for breast and bowel cancers.

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

## The role

We are seeking a Research Facilitator to help co-ordinate the collection, management and sharing of health-related data for the Cancer Epidemiology Unit (CEU), Nuffield Department of Population Health. The post-holder will work closely with the existing CEU Research Study Coordinator, sharing responsibility for managing the existing portfolio of ethical approvals and data linkage and service agreements, as well as for establishing new agreements for large-scale epidemiological studies including EPIC-Oxford, the Million Women Study, and several large international collaborations. Linked data are received from NHS providers such as NHS Digital, Public Health England, the Clinical Practice Research Datalink, and ISD Scotland; health data are also collected directly from study participants and from collaborating research studies. Study data are shared with researchers within and outside the UK and the postholder will contribute to management of data sharing approvals and agreements, within the context of current UK Data Protection law, including the EU General Data Protection Regulation (GDPR).

You will be expected to work on multiple projects at the same time and will need to work flexibly to accommodate changing priorities of our studies and evolving UK regulatory systems. You will work closely with the Unit Director, study PIs, departmental Information Governance staff, and the Research Services team of the University. You will have a

significant level of individual responsibility for planning and prioritising of workload. You will report directly to the Director of CEU, based in the Nuffield Department of Population Health, University of Oxford.

The Million Women Study is a large prospective study of around 1.3 million women UK women aged 50-64 at recruitment through the NHS Breast Screening Programme. At recruitment women completed a questionnaire including including information on sociodemographic, lifestyle and other factors, and have since been resurveyed at 3-5 yearly intervals. The entire cohort is followed up annually by record linkage to routinely collected NHS data on deaths, emigrations, cancers and hospital admissions. For some study participants, additional electronic linked health data are available (for example, primary care consultations and prescriptions) and blood samples have been collected in a subsample of around 50,000 participants. The study's large sample size, and extremely long follow-up makes it a unique resource for research into determinants of health among women in middle and late age.

The AgeX trial is a clustered randomised trial aimed at assessing the risks and benefits for breast cancer mortality of offering an extra mammographic screen to women aged 47-49 and, separately, of offering additional screening to women after age 70. Randomisation into the trial is now complete and preliminary results on breast cancer mortality are expected in 2026. [PIC](#) is a European collaborative study established in the 1990s to investigate the links between diet, hormones and health. 500,000 men and women were recruited and provided blood samples, dietary and lifestyle information. [EPIC-Oxford](#) is a sub-cohort of the study run from CEU and is linked to the NHS central registers for death and cancer, and to data on hospital diagnoses, including the Hospital Episodes Statistics in England. We also lead the [Prostate Cancer](#) working group [within the EPIC study](#), an integrated international programme of work on the aetiology of [prostate cancer](#). We are using recent developments in high-throughput technologies to provide information on novel biomarkers and metabolic profiles, combined with detailed data on tumour phenotype, to examine a wide range of molecular and clinical factors that may influence the development of aggressive prostate cancer. The EPIC study has a large Biobank and the Research Facilitator may also oversee work on managing the collections.

## Responsibilities

- Monitoring and managing of existing data linkage (for example with NHS Digital) and service agreements
- Preparing and submitting new applications for linkage and reports to data linkage partners for these studies. You are expected to be pro-active about the administrative aspects of managing these agreements and to develop an understanding of the agreements and the main commercial and regulatory terms, the data sets that are included, management of the renewal process (including dealing with the appropriate data access committees).
- Monitoring and management of ethical and information governance approvals for the Unit's studies, specifically EPIC-Oxford, the Million Women Study, AGEX and other large international collaborations. This will include preparation and submission of HRA research applications, liaison with NHS Trust R&D departments, University research governance teams, contract teams and maintenance of regular study updates and progress reporting.
- Monitoring and management of NHS ethical and information governance approvals for collection of biological tissue samples, including where necessary liaison with regional NHS hospital Trusts and Health Boards.

- Responsibility jointly with the other Research Study Co-ordinator for ensuring that records for Information Governance Training are maintained for all members of the team.
- Representing the Unit at Information Governance meetings within NDPH, and liaison with the departmental IG team.
- Responsibility for negotiating data sharing agreements across the Unit, developing data sharing processes-possibly including setting up of trusted research environments.
- Keeping the senior management team abreast of any issues or changes affecting the development and implementation of projects and seeking to find solutions to any issues that occur.
- Supervising junior administrative staff working on relevant projects, as required.
- Providing advice and training to Unit staff on research and information governance.
- Contributing to publications and presentations, as appropriate.

The above list is not exhaustive and the role-holder is required to undertake such duties as may reasonably be requested within the scope of the post. All staff are required to act in a professional, cooperative and flexible manner, in line with the requirements of the post.

## **Selection criteria**

### **Essential**

- Degree in a relevant subject, or equivalent relevant experience.
- Experience in preparing submissions for HRA research applications and liaison with NHS R&D departments.
- Experience in conduct/coordination of a health research study.
- Familiarity with the UK Policy Framework for Health and Social Care research.
- Proven ability to identify, negotiate and resolve complex issues.
- Proven ability to attend to detail.
- Excellent interpersonal and communication skills, particularly when liaising with individuals in different locations and of different levels of seniority.
- Excellent organizational and planning skills with the ability to work on multiple tasks and prioritise work effectively.
- Ability to show initiative, be pro-active and work independently on a day-to-day basis without supervision.

### **Desirable**

- Understanding of epidemiological research
- Familiarity with NHS data providers
- Familiarity with GDPR and other UK Data protection regulation
- Experience of working with contracts or in a legal environment
- Experience of biological sample collection for research studies
- Experience of facilitating data access and data sharing

## 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.

### 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](#).

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 your CV and supporting statement **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 departments.

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

Help and support is available from the [HR Systems Recruitment support webpage](#). If you require any further assistance please [email the Recruitment Support team](#).

To return to the online application at any stage, please go to the [University's recruitment website](#). 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](#). The University's Policy on Data Protection is available on the [University's Compliance webpages](#).

### 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.

### 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.

### 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. There is also a [visa loan scheme](#) to cover the costs of UK visa applications for staff and their dependents.

### 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.

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 the [Childcare Services webpages](#).

### 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 the [Disability Support webpages](#).

### 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 on the [Equality and Diversity at Oxford webpages](#).

### 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.