

# Job Description



## Summary

<b>Job title</b>	Head of the Translational Research Office
<b>Division</b>	Medical Sciences Division
<b>Department</b>	Medical Sciences Office: Translational Research Office
<b>Location</b>	Boundary Brook House, Headington
<b>Grade and salary</b>	Grade 9: £52,815 - £61,198 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (until July 2025, with possibility of renewal)
<b>Reporting to</b>	Director of Business Partnerships (MSD)
<b>Vacancy reference</b>	169163
<b>Additional information</b>	This vacancy is for internal applicants only

## The Role

The TRO is entering its 5<sup>th</sup> year of operation and after a successful set-up phase we are looking for a team lead who can further grow the ambitions of the office and develop the future strategy in order to enhance and embed the successful delivery of translational support for Oxford researchers. The division has set goals for the office to secure additional funding streams to support research translation, to successfully develop and promote interdisciplinary translation models and to provide active project management to optimise translational outcomes.

We are looking for a confident self-starter with excellent interpersonal and influencing skills and significant experience in translational research project management, who can credibly consult and negotiate with relevant stakeholders in the Oxford ecosystem and adopt a dynamic approach to delivering optimal translational project support for our researchers.

The TRO sits alongside the divisional business Partnerships Office and operates with support and guidance from the Associate Heads of Division for Innovation and for Research, the Head of Licencing and Ventures for Life Sciences at OUI, the Head of Research Strategy and Funding (MSD) and the Director of Business Partnerships (MSD).

The post-holder and their team will actively manage a large portfolio of translational research projects in the biomedical sciences with the goal of increasing the successful progression of projects and generating a pipeline of opportunities to feed into the TTO. The Head of the TRO will lead in the development and implementation of strategies designed to increase the number of successful translational funding applications and awards and will be responsible for seeking out and progressing new opportunities. The TRO will be responsible for the strategic coordination of a range of internal funding streams to support translational projects in order to optimise the efficient application of these funds.

## The Translational Research Office

The Medical Sciences Division Translational Research Office (TRO) supports researchers in their efforts to translate their findings from basic biological, biomedical or clinical research into practical human health benefits such as new therapeutics, devices and diagnostics or other clinical interventions. The TRO works with a wide range of stakeholders across Oxford to connect the right resources and expertise with projects in order to optimise translation and deliver impact, economic growth and patient benefit from Oxford's research. This includes Oxford University Innovation (OUI, the university's licencing and ventures office), the divisional research support team and industry partnering teams, as well as the wider Oxford University academic and clinical research community.

### Responsibilities/duties

- Consult with Oxford stakeholders to understand the evolving requirements for translational project support in the medical and life sciences and explore opportunities for harmonisation with other translational research activity across the university.
- Further develop the strategy for optimal delivery of future MSD Translational research project support in partnership with the Deputy Head of Division for Innovation, the Head of Licencing and Ventures for Life Sciences at OUI and the Divisional Head of Business Development and Partnering.
- Provide leadership and line management for the TRO. Manage local goal-setting, planning, and resource allocation for the team. Identify specific scientific and sectoral skill sets required to effectively deliver any new initiatives and lead recruitment as required. Lead on efforts to secure more funding to grow the team as required.
- Develop appropriate metrics to track the team's success, understand trends and adjust the strategy accordingly.
- Project management for a portfolio of MSD Translational Research projects; review project ideas to identify those which would benefit from dedicated TRO support and lead the joint development of project plans and funding bids with academics and OUI. Establish a review mechanism to manage accountability for scientific and investment decisions for MSD translational research projects
- Manage the allocation and strategic application of internal funding streams for translational research. **A) Medical and Life Sciences Translational Fund:** proactively solicit applications, support applicants to apply, support award holders to set and meet milestones and produce outcomes and to identify and take the next steps to translation. Support the MLSTF committee processes and strategy development and lead the annual CIC reapplication bid writing and reporting to the MRC. **B) Seed funding;** working closely with OUI, develop an understanding of the existing Oxford University seed fund landscape and pipeline of projects. Combine and simplify seed fund mechanisms, wherever possible. Match projects to opportunities and support researchers to take the correct pathways.

- Build an excellent understanding of external resources for translational project funding. Provide direct bid writing support to researchers to provide the strongest cases for support in new applications for translational *e.g. MRC DPFS, Innovate UK, Wellcome, NIHR etc...*
- Organise access to expertise for translational project development. Source external consulting expertise as required and interface with the MSD Industry Experts in Residence Programme.
- Interface with other MSD units (Business Partnerships Office, BioEscalator team where appropriate for the MSD translational project portfolio.
- Prepare regular reports to communicate progress on translational research projects for the Director of Business Partnerships, the Deputy Head of Division for Innovation and the Head of Licencing and Ventures for Life Sciences at OUI.
- Any other duties as deemed relevant by the Director of Business Partnerships.

## **Selection criteria**

### **Essential**

The person appointed must demonstrate that they have:

1. Honours degree or equivalent qualification and evidence of strong intellectual and analytical skills
2. A scientific background in the life or clinical sciences.
3. A successful track record of project and/or research management activities and the ability to work under pressure to meet deadlines.
4. Experience in translational project planning and delivery. The ability to grasp scientific and commercial concepts quickly and to understand what expertise and resources are required to successfully deliver a translational research project.
5. In-depth knowledge of the UK translational funding landscape.
6. Excellent interpersonal and networking skills, confidence with a wide range of people of diverse backgrounds and the ability to build consensus and effective relationships with academic, research, and support staff both within and beyond the university using tact and discretion where necessary, and influencing and negotiating skills.
7. Excellent written and oral communication skills. The ability to write clearly and effectively about scientific matters and experience of drafting applications/bids for grant/industry funding.
8. Experience of recruitment, line management and development of staff.
9. Experience of budgetary management and reviewing and understanding budgets and financial proposals.
10. An understanding of intellectual property.

### **Desirable**

1. A postgraduate degree or equivalent in a bioscience subject.
2. Experience of dealing successfully with senior researchers and decision-makers from the healthcare industry and funding bodies.
3. Experience of working in a research-intensive university (or in a directly comparable environment).
4. Experience of translational research in an industry setting.

## **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](http://www.ox.ac.uk/about/organisation).

## **Medical Sciences Division**

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 11 clinical departments, 5 non-clinical departments and two Institutes/Centres.

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.

The Medical Sciences Division is one of the four academic divisions within the University, (Humanities Division, Social Sciences Division, Mathematical, Physical and Life Sciences Division, and the Medical Sciences Division). Each division has its own academic Head of Division and a divisional secretariat, led by the Divisional Secretary. The division is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Much

of the discussion and decision-making is undertaken by the divisional board and its principal committees. The Divisional Office for Medical Sciences is based at the John Radcliffe Hospital. The administrative and secretarial staff of the Divisional Office is formally part of the Academic Administration Division of the University administration, and report to the Divisional Registrar. For more information please visit [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

All departments in the Medical Sciences division hold a silver Athena Swan award to recognise advancement of gender equality representation, progression and success for all.

## 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.

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## 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).

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## 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

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, 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 **grades 1–7** 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](http://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 dependants. 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](http://www.newcomers.ox.ac.uk).

### Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).