

Job Description



Summary

Job title	Patient and Public Involvement and Engagement (PPIE) Coordinator
Division	Medical Sciences Divisional Office
Department	Translational Research Office
Location	Boundary Brook House, Old Road Campus, Oxford
Grade and salary	Grade 6: £32,332 - £38,205 per annum
Hours	This post is offered as a part-time (0.6 FTE), 12-month fixed term contract, with flexibility over the exact hours and days worked.
Contract type	Fixed-term (up to 12 months)
Reporting to	Head of the Translational Research Office/Translational Research Managers
Vacancy reference	169507
Additional information	Hybrid working supported

The role

We are looking for an excellent communications manager, with experience of managing Patient and Public Involvement and Engagement (PPIE) activities to join the friendly and supportive Translational Research Office (TRO) in the Medical Sciences Divisional Office, University of Oxford. The purpose of this office is to assist individual academics and clinicians in advancing their research discoveries, through appropriate translational funding steps, on a long-term trajectory towards development into new therapeutics, devices and clinical techniques.

The TRO sits within the Medical Sciences Divisional business development and partnering function and works closely with the Deputy Heads of Division for Innovation and Research, the Head of Licencing and Ventures for Life Sciences at Oxford University Innovation (OUI), Divisional Assistant Registrars and the Industry Experts in Residence Programme. The TRO draws on the seasoned experience of these stakeholders, coordinating collaborative efforts to grow the quantity and quality of translational research projects undertaken by researchers at Oxford.



This is an exceptional opportunity to support our outstanding and transformative Medical Sciences research at Oxford with a focus on the translational research that is developing new drugs, medical products and techniques to benefit patients. The candidate will gain exposure to the wide variety of research activity in our world-leading, internationally-recognised Medical Sciences Division. In this role you will provide administrative support to ensure the efficient management of external PPIE communications, acting as a key link between the Research Team, the Translational Research Office (TRO) and external PPIE network.

Responsibilities

We are looking for someone with excellent project management and communication skills, who is able to work with high attention to detail and manage their time effectively. This is a varied role with elements of managing website content, regular newsletters, and PPIE activities, such as:

- Advising researchers on the best ways of involving PPIE members depending on the project's needs (i.e., by organising a focus group meeting, involving PPIE members as co-applicants or steering committee members, etc.).
- Making sure that PPIE activities meet the NIHR guidelines and General Data Protection Regulation (GDPR) requirements: implementing proper communication strategies, accurate record keeping of all activities in appropriate databases, and confidential storage of personal details.
- Assist with recruitment of PPIE members, focusing on diversity, inclusivity and equality of new members.
- Provide administrative support to PPIE activities such as meeting organisation, room bookings, and preparation of materials required for various PPIE activities.
- Advise researchers on payment rates and budget planning for their PPIE activity. Support expense reimbursement and payment processing to PPIE members for participation in these activities.
- If required, liaise with the relevant university departments to advise researchers and PPIE members on employment contracts and implications on tax and state benefits.
- Direct researchers and PPIE members to various educational opportunities within the university, where further training in PPIE is needed.

Selection criteria

Essential selection criteria

- Excellent communication skills and ability to engage with people from a variety of backgrounds and facilitate communication between groups
- Awareness of the importance of equality, diversity and inclusivity in PPIE activities and understanding of the key concepts and principles of PPIE
- Experience in developing and delivering effective PPIE activities within a health, community, research or higher education environment
- Experience of writing reports and other communication materials, demonstrating writing skills for a range of audiences, and oral presentation skills
- Experience of organising and delivering events
- Effective team player
- Ability to work independently and flexibly
- Effective time management
- Computer literacy including Word, Excel, PowerPoint and Outlook.

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>

Translational Research Office Department

The MSD Translational Research Office was established to provide oversight and delivery of the divisional support for translational research projects. The mission of this new team is to identify new translational projects addressing unmet medical need, to drive the development of project plans and to secure additional project funding. The office will work with a wide range of stakeholders across Oxford to coordinate and connect the right resources and expertise with projects. This will include 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.

For more information, please visit <https://www.medsci.ox.ac.uk/for-staff/resources/translational-research-office>

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

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 Secretary.

For more information please visit 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 a supporting statement and a CV **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.

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** of 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 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.

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 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. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.