Job title	Project Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Sciences Institute, Institute for Developmental and Regenerative Medicine, Roosevelt Drive, Headington, Oxford, OX3 7TY
Grade and salary	Grade 7: £36,024 - £44,263 with a discretionary range to £48,350 p.a.
Hours	Full time (part-time hours considered, a minimum of 80% FTE)
Contract type	Fixed-term contract for 12 months Funding is provided by the Coalition for Epidemic Preparedness Innovataions (CEPI)
Reporting to	David Pulido-Gomez, Programme Manager
Vacancy reference	169930

Hybrid working arrangements	**The successful person will need to work on site for a minimum of 3 days per week**
Additional information	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship or a Global Talent Visa under UK Visas and Immigration legislation. Therefore, the Nuffield Department of Medicine welcomes applications from international applicants who require a visa.
About us	- University of Oxford - www.ox.ac.uk/about/organisation - Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk - Unit - Home — Pandemic Sciences Institute (ox.ac.uk)
What we offer	https://hr.admin.ox.ac.uk/staff-benefits - An excellent contributory pension scheme 38 days annual leave - A comprehensive range of childcare services - Family leave schemes - Cycle loan scheme - Discounted bus travel and Season Ticket travel loans - Membership to a variety of social and sports clubs - A welcoming and diverse community

The role

Professor Gilbert's team led the rapid development of a replication-deficient simian adenoviral vectored vaccine against SARS-CoV-2. This built on years of experience in vaccine development, and experience of vaccine design, preclinical testing, manufacturing and clinical testing. The group has an excellent record of attracting external grant funding, a robust publication record, and strong collaborations with the Oxford Vaccine Group and other Oxford researchers. Working closely with the clinical team, the group has a major translational emphasis, with full integration of the clinical and laboratory teams.

The group's programmes for vaccine development toward emerging pathogens has expanded significantly in recent years. Funded by the Coalition for Epidemic Preparedness Innovataions (CEPI; https://cepi.net), Professor Gilbert's team are developing and trialling ChAdOx1-vectored vaccines against MERS, Lassa and Nipah. These are each designated as priority pathogens by the World Health Organization. The group are working toward these vaccines being manufactured at scale and stockpiled, ready for use in outbreaks. The programme of work requires a Project Manager to coordinate the Nipah vaccine project and other relevant projects within the Gilbert Group as required.

As a Project Manager, you will be responsible for planning and managing the set-up activities and day-to-day management of a variety of projects conducted within the Gilbert Group, including but not limited to support for Dame Professor Sarah Gilbert and the Programme Manager. You will be working both as a member of a multi-disciplinary team and independently, using your initiative to seek solutions to problems and provide excellent administrative support. You will be a strong communicator with other groups in the Pandemic Sciences Institute (PSI), with other researchers in research consortia linked to the Gilbert group, with funders, and with the wider community of stakeholders. Experience in coordinating and project management of complex projects, thorough working knowledge of legislative, finance and research governance requirements relevant to research projects is essential.

The position will be based at the Institute for Developmental and Regenerative Medicine, at the University's Old Road Campus in Headington.

Responsibilities

You will:

Management

- Manage project(s) in collaboration with the Principal Investigator, Programme Manager and the NDM Grant Management Team to ensure the objectives are met within deadlines and the work is conducted within the University standards and the funder's terms and conditions.
- Liaise with local administration (Business Manager, HR, Research Contracts, NDM Grant Management Team, and Finance Team) to monitor budgets and expenditure according to University policies and the terms and conditions of the funders.
- Support the NDM Grant Management Team with the preparation of reports for funding organisations as necessary, in order to meet deadlines.
- Analyse and interpret research data, identify relationships between interdependent factors and draw conclusions on the outcomes.
- Monitor research work by project members and problem solve any potential issues with the principal investigator and Programme Manager.
- Act at all times in the best interest of the University to ensure projects are managed in accordance to good research practice.

- Provide support for all staff employed on the project to ensure they are following all University and project specific directives and receive the appropriate training and follow current Health and Safety regulations.

Administration

- Liaise with the Grant Management Team as appropriate to prepare or assist in the preparation of project related documents and to fully understand funder's terms and conditions to answer issues related with the project.
- Assist the HR team in the preparation of recruitment exercises following University / NDM recruitment policies.
- Attend scientific seminars, meetings and training as appropriate.
- 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.

Communication

- Act as main point of contact for the project(s) and to be responsible for scientific communications within the team in writing and orally using highly technical language.
- Assist in the preparation of project meetings, co-ordinate conference calls and meetings, present project updates (if necessary) and take and distribute minutes, action points and agendas.
- Represent the project in internal and/or external scientific meetings as required and provide project-specific contributions to the website, newsletters and events.
- 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.

Selection criteria

Essential

- Educated to an undergraduate level with a scientific degree.
- Scientific project management experience.
- Highly developed problem solving and organisation skills, with an ability to meet competing deadlines.
- Ability to communicate effectively to a high standard, including relatively complex scientific matters, orally and in writing.
- Good interpersonal skills and ability to work effectively with others.
- Ability and willingness to actively contribute towards developing and improving innovative ways of working and managing projects and research programmes.
- Ability and willingness to work independently, to support and supervise others as may be necessary, and to work effectively as part of a cross-functional team.
- Intermediate computer skills, particularly Microsoft Office package.

Desirable

- Educated to a PhD level (or close to completion) in a relevant area of research.
- Experience of the University research grant management procedures including grant administration, reporting and management, preferably at the University of Oxford and/or previous relevant experience within the higher education sector.
- Knowledge of translational, preclinical or clinical trials management and associated legal requirements.
- 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

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:

- Travel outside of Europe or North America on University Business

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.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

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). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

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 recruitment@ndm.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.