Job description

Job title	Research Project Manager
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 for 3 years
Reporting to	Dr Keren Papier
Vacancy reference	171558

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, with 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**

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**

The role

We are seeking a Research Project Manager to support the launch, development and online participant recruitment into a new phase of the EPIC-Oxford study. The EPIC-Oxford study is a mature longitudinal population study of 65,000 participants recruited from across the UK, the planned enhancement will create a cohort of 145,000 people, which will be the world's most informative resource for studying the health benefits and risks of plant-based diets. This post is funded by a Medical Research Council grant, and the appointee will work in close collaboration with epidemiologists from the Unit. The appointee will be responsible for managing the development and enhancement of the extended EPIC-oxford cohort study and will be based in the Cancer Epidemiology Unit, University of Oxford.

Responsibilities

You will work as part of the research team coordinating all aspects of this programme of work, under the direction of your line manager and the study Steering Committee

The main duties of the post are to:

- Act as the primary point of liaison on operational matters for project team members, collaborators, senior management, Department Research Office and Research Services.
- Liaise with the wider research team, stakeholders, collaborators, and participants to successfully launch and maintain this project.
- Create materials and documentation necessary for the pre-launch, launch and recruitment of this project (including creating and being responsible for administrative documentation such as protocols, ethics applications)
- Work collaboratively with the data manager on developing the online survey and associated databases
- Attend project meetings to provide updates and briefings on operational matters, and represent the project PIs in their absence.
- Monitor and present key project milestones to the funders and assist in the timely delivery of these milestones, to contribute to annual reports, online periodic entry of project progress information. Manage the process of grant/project maintenance issues, e.g. review expenditure, extensions and amendments.
- Strategic dissemination of information for project, particularly in relation to external partners and collaborators, and via project webpages and academic social media (with support from the NDPH communications team).
- Organise and manage the running of internal and external research team meetings to allow the research teams to discuss and monitor progress.
- Preparation of budgets and supporting documents for new funding proposals.
- Joint responsibility with the Data Manager for monitoring data sharing agreements and working the University of Oxford Research Services Team, developing data sharing processes, possibly including setting up of trusted research environments.
- Work collaboratively with the Data Manager to monitor and manage existing data linkage processes and collaborating with external organisations to implement any new linkage processes.
- Oversee and/or deliver public engagement activities
- 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
- Any other duties commensurate with the post.

Selection criteria
Essential
- Relevant postgraduate qualification
- Experience in a health related field.
- Experience of administration or project management in an academic research environment
- Experience of setting up project management processes in the start-up phase of an epidemiological project
- Experience of preparing administrative documentation (e.g. study protocols, analysis plans, or ethics applications)
- Highly competent in the use of standard survey data capture platforms (including JISC, REDCap)
- Demonstrated experience of overseeing the development of a research database (e.g. similar to the FEED study)

- Experience of organising events and meetings, including scheduling, and proofreading and drafting agendas and minutes
- Excellent communication skills, including the ability to communicate effectively with scientists, administrative staff, and the general public
- Excellent IT skills, including good working knowledge of word processing (Word), spreadsheet (Excel), website content management, email, database software, and academic/professional social media
- Understanding of medical statistics/experience with quantitative research and experience using one or more analysis software packages (e.g.STATA)
- Public engagement experience
- Highly organised with the ability to prioritise work and produce consistent accurate, detailed work and meet deadlines

Desirable

- Experience in epidemiology or statistics.
- Experience in data linkage, such as to routinely collected electronic health records
- Experience of working with food composition tables/nutritional data (e.g. extracting data from Nutrient Databank)

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.