



**THE JENNER
INSTITUTE**
DEVELOPING INNOVATIVE VACCINES



Job title	Head of Operations
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Jenner Institute, Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Old Road, Headington, Oxford, OX3 7LE
Grade and salary	Grade 9: Salary in range: £52,815 - £61,198 per annum
Hours	Full time
Contract type	Fixed-term contract for 2 years Funding is provided by the National Institute for Health Research/BRC
Reporting to	Professor Helen McShane, Professor of Vaccinology
Vacancy reference	172274

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	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - www.jenner.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> 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



**Athena
SWAN**
Silver Award



The role

This is a senior leadership position based with the JVT-NDM team at the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM). Many of the Investigators at the Jenner Institute undertake Phase I and Phase II clinical trials of candidate vaccines targeting a wide range of diseases. Given rapid growth in the clinical trials activity over recent years, we are now seeking to appoint a Head of Operations to oversee the day-to-day operations of this busy and dynamic clinical enterprise within the Jenner Institute. You will need to be highly organised, able to deal with complex information, and able to prioritise your workload to meet deadlines. You will be required to work extensively with staff and collaborators at different levels, including clinicians, nurses, scientists from PhD students to Professors, managers, industry partners, and funders; so excellent interpersonal skills are essential, as are excellent verbal and written communication skills.

The JVT-NDM conduct clinical trials of novel vaccines against TB, malaria, hepatitis C virus, HIV, Ebola, influenza, emerging and outbreak pathogens, and prostate cancer. You will be liaising with colleagues across NDM, other clinical trial units in the University and with colleagues in the Department of Paediatrics who are co-located is essential.

These clinical trials include Phase I trials to assess vaccine safety and immunogenicity in healthy volunteers, as well as Phase II trials to assess vaccine efficacy and Phase III COVID-19 and malaria vaccine trials to support licencing applications. The vaccine efficacy trials may include controlled infection of healthy volunteers with a pathogen in Oxford, or field efficacy trials at sites abroad, often in collaboration with partners in Africa or South-East Asia. Within the Jenner Institute's clinical trial activities, a number of Investigators work on disease-specific clinical trials. Staff (e.g. nurses, regulatory affairs manager, quality assurance manager, sample manager, data manager and business managers work across many of the disease-specific research programmes. We seek to promote a dynamic and integrated working environment, which benefits from shared experiences and a critical mass of expertise.

Responsibilities

You will:

- Act as a point of reference for staff based at the CCVTM
- Act as a point of reference for sponsors, collaborators, potential collaborators and others with an interest in the work at CCVTM
- Forecast resource needs and organising trial related work flow
- Act as a point of contact for JVT-NDM and proactively drive/track execution and performance of clinical trials in relation to resource availability
- Create and distribute relevant reports to key stakeholders
- Ensure that the trial activity is properly resourced and scheduling conflicts are avoided, including CCVTM based activities for overseas trials
- Be responsible for preparation of quotes for submitted studies to include budget preparation, timeline definitions and setting up the core staff study team
- Be responsible for quality of trial activity and compliance with ICH GCP and ethics requirements. Be the named person responsible for SUSAR reporting to the MHRA for JVT-NDM clinical trials.
- Identify and facilitate other training needs within the team
- Drive process improvement and, where possible, harmonisation of procedures across the trial groups.
- Manage aspects of quality assurance including compliance with various regulations e.g. Human Tissue Act and Data Protection



- Provide expertise for input to regulatory inspections and external audits
- Oversee conduct of all trials and the progress of the core staff to ensure trials are on time in relation to the submitted trial proposal and agreed financial quote
- Work in collaboration with the existing team while providing leadership in developing the identity of the team
- Manage senior members of the core team at JVT-NDM
- Manage the volunteer recruitment team and provide support for volunteer complaints and queries.
- Liaise with external companies who are seeking to run trials within CCVTM
- Act in a manner to promote the recognition and needs of the group as a whole and the welfare of its individual members
- Create, develop and lead an optimal Clinical Operations team
- Recruit staff with well-defined roles and the appropriate skills and competencies.
- Arrange clear objectives and responsibilities.
- Develop, motivate and retain individuals and the team.
- 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.
- 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.

Selection criteria

Essential

- Hold a degree in Biology or other relevant subject
- Excellent negotiation skills and ability to resolve conflict
- Relevant experience and knowledge of clinical trial processes, procedures and regulations
- Experience and knowledge of financial management
- Highly organised with an ability to manage a vast amount of relatively complex information and to prioritise a demanding workload with competing deadlines
- Excellent communication skills, both oral and written, online and face to face.
- Critical thinking ability and good problem-solving skills
- Good eye for detail and an ability to work to high standards consistently
- Strong interpersonal skills to work efficiently within a multidisciplinary team
- Experience of collaborating across departments or networks.
- Excellent computer skills, especially the Microsoft office suite.
- Experience or excellent knowledge of quality management of clinical trials
- Knowledge and relevant training on Good Clinical Practice (GCP), Human Tissue Act, GDPR and associated legislation and guidelines.

Desirable

- Experience of the design and/or management of Phase I and Phase II, multi-centre investigational medicinal product (IMP) trials
- Previous experience with work with Genetically Modified Organisms
- Previous experience as an operational manager / head of operations in a complex organisation
- Previous experience with grant management in an academic 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>



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.

