Job title	Programme Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Big Data Institute, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Oxford, OX3 7LF
Grade and salary	Standard grade 8: £48,235 - £57,255 p.a. This is inclusive of a pensionable Oxford University Weighting of £1,500 per year
Hours	Full time
Contract type	Fixed-term contract until 30 September 2028 Funding is provided by GSK
Reporting to	Business Manager
Vacancy reference	172442

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 under UK Visas and Immigration legislation, but eligibility will depend on the chosen candidate's details so, if a visa is required, this will be determined once the selection has been completed.
About us	• University of Oxford - www.ox.ac.uk/about/organisation • Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk • Unit - https://www.bdi.ox.ac.uk/
What we offer	https://hr.admin.ox.ac.uk/staff-benefits • An excellent contributory pension scheme • 38 days annual leave • A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata) • 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

We are seeking an experienced Programme Manager who will play a central role in ensuring the smooth running and successful delivery of all aspects of the new Oxford-GSK partnership in biostatistics and artificial intellegence in medicine. You will provide operational and financial management of programme activities, and will drive productive interactions between the collaboration's various partners at the University of Oxford and GSK.

As Programme Manager you will collate milestones, objectives, deliverables and spend from the projects and ensure everything proceeds according to tight deadlines. This will involve organising and leading project and committee meetings, where appropriate. You will be a highly visible and respected source, participating in both setting strategic objectives and solving small practical issues with senior scientists and administrative collagues across the partnership. The role will involve contributing to and implementing strategies, standards and policies in support of the collaboration's objectives, and in response to the research aims of the multiple projects funded by the programme, including identifying and mitigating risks. In managing the programme's finances, you will keep records of resources assigned to each of the projects. You will also work closely with other professional services staff and the Programme's committee members to assist with finalising research contracts and solving intellectual property and data management issues. The role will include some of organisation and/or oversight of activities to build community and promote knowledge exchange across the partnership, for example through hosting international visitors and seminar speakers.

You will report to Prof Holmes on the scientific progress of the projects and to the Business Manager with respect to operational management. You will be in regular communication with the programme theme leads in Oxford and GSK colleagues, and will work collaboratively Oxford-GSK postdoctoral researchers and other senior researchers who are part of the University. You will be based in Oxford with possible occasional travel within the UK.

The post is crucial to the success of this cross-divisional, highly collaborative programme and requires a dynamic person with strong organisational and leadership skills.

The Programme

The University of Oxford and GSK have recently formed a new partnership focused on cutting-edge biostatistics and artificial intelligence (AI) for application in biomedicine. With a basis in the Nuffield Department of Medicine (NDM) and Department of Statistics, the partnership will bring together the University of Oxford's expertise in statistics, mathematics, engineering and AI with industry scientists, forming small teams focused ambitious, 'blue sky' research for novel methods development relevant for drug discovery analysis pipelines, design and operational efficiency. Led by Professor Chris Holmes, with scientific oversight from Oxford Principal Investigators and GSK scientists, the centre will initially focus on the following thematic areas:

- Decision analysis under model misspecification
- Uncertainty quantification around LLMs
- Constrained experimental design
- Combining models and combining data / Realistic simulation of clinical trials
- Developing LLMs to utilise ODEs and ProbML as tools, Code synthesis for causality
- Generalisability, transportabilty and validation of multiomics ML across biobanks

Principal Investigators from Oxford for this programme are Profs David Clifton, Robin Evans, Yarin Gal, Agni Orfanoudaki and Tom Rainforth.

Researchers on the project and support staff will be located in the University of Oxford's Big Data Institute.

Responsibilities

You will:

- Provide programme management support to coordinate the delivery of multidisciplinary projects and development of data platforms under the programme, including detailed planning to ensure successful delivery.
- Ensure clear communication with the leadership team, including senior representatives within the University and GSK, regarding project plans and delivery.
- Act as a driving force behind achievement of project plans. Strategically manage the projects holding the researchers to account in order to meet project goals and commercial style milestones.
- Facilitate productive inter-project and intra-project relationships, identifying and highlighting opportunities to harmonize research activities within the programme.
- Act as main point of contact for the programme and to be responsible for communicating with partners and collaborators in writing and orally.
- Liaise with administration teams across different departments to manage the programme's budget of c£10 million, including forecasting, monitoring expenditure and reallocation of resources as agreed by the leadership team.
- Be responsible for the planning, drafting and implementation of policies and procedures to ensure all projects and activities are carried out in accordance with the terms and conditions of the appropriate contractual agreements and delivered to Oxford's standards.
- Develop a thorough working knowledge of research capabilities and activities across the programme. Liaise with researchers and committee members across different departments to maintain accurate records of research activity under the programme, including outputs such as publications, external funding leveraged and intellectual property generated.
- Create a risk register specific to the programme, and process manage all risks and issues ensuring appropriate escalation and contingency management policies are in place.
- Arrange and contribute to the committee meetings, preparing agendas, background papers and progress reports and providing recommendations on solving any issues identified.
- Assist the HR team in the recruitment process of programme-related staff members following University policies, including the preparation of recruitment documents and to select and be part of interview panels in project-related recruitment processes.
- Provide guidance to programme staff on intellectual property and data management issues, liaising with committee members, University pro and Oxford University Innovation as appropriate.
- Design the format of, and organise, collaborator and partner visits to Oxford BDI, as well as other in person events, to build community and facilitate knowledge sharing, as required.
- Develop web resources to create community within the partnership and to promote acitvity externally. This may include drafting new stories and liaising with departmental, divisional and PAD communication teams.
- Create opportunities to maximise funding and collaborative opportunities through identification of partnerships with other bodies and funders as relates to specific projects.
- Represent the programme at internal and external scientific meetings as required and be part of public engagement activities.

Additional duties

- Undertake other duties as agreed with the PIs appropriate to the Grade.

- 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.

Job descriptions can never be comprehensive and you may be required to undertake other similar tasks and responsibilities.

Selection criteria

Essential

- Hold a degree in biostatistics/health data science/biomedicine or other relevant area.
- Extensive experience in strategic and operational management of complex interrelated scientific projects within a specific functional area.
- Significant experience of projects with multi-million pound budgets, with a proven track-record of planning, managing and controlling projects to ensure the timely delivery within budget.
- Proven evidence of strong analytical and numerical skills.
- Highly organised with the ability to manage a large amounts of relatively complex information and to prioritise activities across a portfolio of projects with competing deadlines.
- Ability to communicate effectively to a high standard, including relatively complex scientific matters, orally and in writing.
- Strong interpersonal skills, to work efficiently in multidisciplinary teams and with a wide variety of people across University departments and divisions.
- Proven leadership skills; with the ability to inspire and motivate a diverse range of colleagues and stakeholders.
- Ability and willingness to actively contribute towards developing and improving innovative ways of working and managing projects and research programmes.
- Critical thinking ability and good problem-solving skills, an eye for detail and an ability to work to high standards consistently.
- Advanced computer skills particularly Microsoft Office package.

Desirable

- Educated to a PhD/DPhil level in a relevant area of research (e.g. biostatistics/health data science/biomedicine)
- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector.
- Experience of working at a strategic level with academic research collaborations, commercial partners and/or research partners.
- Experience with research ethics processes.
- Knowledge and/or experience of management of Intellectual Property and/or data management and sharing issues in a research environment.

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

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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.