Job title	PSI - Monitoring, Evaluation and Learning Specialist
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Sciences Institute, Old Road Campus Research Building, Roosevelt Drive, Headington, Oxford, OX3 7DQ
Grade and salary	Grade 8: Salary in range £45,585 - £54,395 per annum
Hours	Full time
Contract type	Fixed-term contract for 3 years, with possibility of extension Funding is provided by the Mastercard Foundation donation, the Wellcome Trust and the Moh Family Foundation gift
Reporting to	PSI Strategy Research and Culture Lead, reporting on an interim basis to PSI Senior Programme Manager
Vacancy reference	172616

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 - https://www.psi.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

The Pandemic Sciences Institute (PSI) is recruiting a Monitoring, Evaluation, and Learning (MEL) Specialist to provide expert support to two major programmes and also more broadly across PSI. This is an exciting new role which will concentrate on developing and embedding evaluation and learning practice within PSI's activities, with significant opportunity to add value.

PSI was established in 2021 as a multidisciplinary, University-wide initiative to build upon the model of innovation, collaboration and agility that yielded critical breakthroughs for COVID-19. Through academic excellence and equitable global partnerships PSI aims to safeguard health and economic stability for future generations. PSI enjoys productive partnerships with academia, industry and public health organisations and hosts researchers with diverse expertise including vaccinology, genomic surveillance, infectious disease epidemiology, clinical trials, public policy, and ethics. It has a substantial research portfolio supported by a wide range of funders.

It is anticipated that you will divide your time between the following three areas of work:

The Africa Pandemic Sciences Collaborative (in partnership with Mastercard Foundation)

In collaboration with various African partners (led by the Science for Africa Foundation (SFA Foundation)) and Mastercard Foundation, PSI has recently launched a bold initiative of approximately $50 million in value to establish networks of scientific excellence in epidemic and pandemic research, preparedness and response across Africa. This initiative will include a wide-ranging portfolio of policy engagement, knowledge exchange and capacity-strengthening activities and will contribute to measurable, inclusive, and sustained growth in individuals, institutions, and social and economic systems in Africa and globally.

An indicative Theory of Change (ToC) has recently been developed, and you will work closely with SFA Foundation and Mastercard Foundation to monitor and evaluate activities against this ToC and key deliverables. You will be required to support the development and implementation of a comprehensive MEL workplan and provide specialist guidance to the various workstreams (e.g. policy engagement, scientific leadership training, and knowledge exchanges). This may include participating in workshops at the various networks of excellence across Africa.

The International Severe Acute Respiratory and emerging Infection Consortium (ISARIC)

ISARIC's work programme is organised into three complementary platforms: clinical research, interoperability and acceleration, and capacity sharing and quality improvement. Ongoing clinical research will focus on acute respiratory infections, henipavirus disease, filovirus disease, and dengue. Through these clinical research programmes, a series of innovations will be pursued in data sciences, clinical trial designs, and research management. This ambitious five-year work programme will generate clinically meaningful research evidence on the diseases of initial focus, whilst substantially improving clinical research readiness for emerging infectious disease threats through increased collaboration, improved interoperability, enhanced agility, and strengthened capabilities. The centre of gravity of the work will be low- and middle-income countries (LMICs), and the capacity sharing and quality improvement platform will seek to empower local research leaders.

Evaluation and learning are key to the success of these developments. You will lead on the design, implementation, delivery and continuous improvement of a MEL framework based on our Theory of Change model, using research and insight to inform developments.

PSI-wide activity

You will spend the remainder of your time delivering guidance to other groups within PSI. This will include supporting researchers to articulate impact summaries and/or pathways to impact in grant applications and publications, and providing MEL expertise to ongoing projects. You may also be required to work with colleagues across the wider Nuffield Department of Medicine to prepare material for the Research Excellence Framework 2028.

It is anticipated that you will recruit a junior colleague to provide operational support on a day-to-day basis across all three areas of work.

Responsibilities

You will:

- Work closely with the Head of PSI Policy and Practice Research Group, with collaborators at SFA Foundation and with Mastercard Foundation to develop and implement a MEL workplan for the Africa Pandemic Sciences Collaborative. This will include helping to develop a robust set of indicators to accompany the Theory of Change, then monitoring and evaluating activities against these indicators for PSI, refining them and the ToC over time as required.
- Support the SFA Foundation team in undertaking MEL activities across all networks of excellence in Africa, including participating in engagement and capacity-strengthening workshops as relevant.
- Define and implement cross-team data collection processes and tools to ensure collection of high-quality, relevant and timely data aligned with the ISARIC MEL framework.
- Work confidently with colleagues across the ISARIC MEL framework to design, implement and harmonise programme level monitoring and evaluation, driving improvements and best practice and informing future programme design.
- Create and champion a scalable strategy for dissemination of and access to ISARIC outputs, with a particular focus on partners from LMICs.
- Work with the PSI senior management to develop and deliver an overarching MEL strategy for PSI, including creating systems for collecting data, recording impact and other outcomes, monitoring impact metrics, and maintaining a repository of case studies and good practice. This will include engaging proactively with stakeholders at all levels to identify concrete learnings and/or data that could inform external communications and identify areas in which data can inform thought leadership initiatives.
- Prepare succinct and insightful dashboard reporting for internal purposes as well as additional qualitative reporting where required.
- Contribute to narrative reports for funders and to institutional impact reports. This is likely to include supporting colleagues across PSI and the wider Nuffield Department of Medicine in preparing impact case studies and other material for the Research Excellence Framework 2028.
- Contribute to strengthening MEL capacity within PSI. This will include supporting academic colleagues to prepare effective and coherent impact statements and/or pathways to impact for grant applications and publications, and enhancing researchers' understanding of impact measurement in existing projects. It may include delivering training as well as providing hands-on support.
- Liaise regularly and develop networks with other MEL specialists / impact facilitators across the University to ensure that good practice and expertise is shared, identify opportunities for

collaborative engagement and contributing to divisional and/or University-wide impact-related meetings and events.

- Maintain an up-to-date knowledge of developments and trends in impact measurement for funded research. This may include joining professional groups, mailing lists and occasional national engagement and impact-related events.
- Undertake any other reasonable duties appropriate to the role and 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.

Selection criteria

Essential

- Educated to Masters level in a relevant discipline.
- Significant experience of planning and conducting monitoring and evaluation using different methodologies, gathering and analysing quantitative and qualitative data to demonstrate reach and significance of research impact. This should include experience in using, developing and delivering MEL frameworks and resources such as Theory of Change, impact metrics, and evaluation reports.
- Strong communications skills, including a proven ability to write clear and compelling impact statements and case studies for a range of audiences, with the ability to distil complex or technical information.
- Demonstrable skills in creating effective processes for organisational learning from data analysis, including experience in using the results of monitoring and evaluation activities to improve the effectiveness of projects and programmes.
- Excellent diplomacy, interpersonal and listening skills with proven ability to relate well to staff at all levels and build relationships which engender trust and which enable collaborative working.
- Experience working with funders, including preparing impact narratives for grant applications and providing input to reports.
- Experience working with collaborators in resource-constrained settings.
- Proven ability to work independently and on own initiative, problem-solve, exercise good judgment, and organise and prioritise workload to meet multiple deadlines.

Desirable

- Hold a PhD/DPhil in a relevant field.
- Experience in preparing and delivering training materials.
- Familiarity with the UK Research Excellence Framework.
- Experience in monitoring and evaluation of scientific, global health or policy research.

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.