

MEDICAL SCIENCES DIVISION

Job title	Business Partnerships Manager (Medical Sciences)
Division	Medical Sciences Division
Department	Business Partnership Office, Medical Sciences Office
Location	Joint Research Office, Boundary Brook House, Old Road Campus, Oxford. A blend of working from home and on-site working will also be considered.
Grade and salary	Grade 8: £45,585 - £54,395 p.a (pro-rata for part time)
Hours	Full time (possibility for 0.8 FTE)
Contract type	Fixed-term to 31st July 2025 (with the possibility of extension)
Reporting to	Senior Business Partnerships Manager
Vacancy reference	172796

The role

The role of the Business Partnerships Manager (Medical Sciences) is to support the Director of Business Partnerships and Senior Business Partnerships Manager in promoting stronger links between the division and industry. The post-holder will assist in the development and implementation of strategies designed to increase the number of research collaborations and will be responsible for seeking out and progressing new opportunities.

Responsibilities

- Develop a good understanding of research capabilities and areas of excellence within the Medical Sciences Division in order to identify new opportunities for partnership with industry, public bodies and academic-industry networks.
- Management of business development projects from inception to completion of contracts in collaboration with Research Services Medical Sciences.
- Support existing links with industry and play a key role in relationship management for Strategic Partnerships. Undertake effective project management and oversight for a portfolio of projects.



- Build strong internal networks with key stakeholders (clinicians and researchers) engaged in research, across the University and the NIHR BRC partnership.
- Market the services of BPO to departments and key users within the division and promoting the benefits of industry engagement to divisional researchers.
- Engage with key University teams supporting industrial engagement; including divisional business development teams, Research Services, the Knowledge Exchange and Innovation Team, Research Facilitators, Begbroke Science Park and the Tech Transfer Office (Oxford University Innovation) to leverage resources and contacts.
- Develop best practice and SOPs in industrial partnership development and share them with other business development and industrial partnering teams across the University.
- Liaise with key external stakeholders, notably academic alliance teams from pharma, biotech executives, bioscience industry networks, other HEIs, funding bodies, policy makers, government agencies, knowledge transfer networks and others to proactively build an extensive network of collaborators in academia, public sector, biotech and pharma.
- Represent the BPO at conferences and exhibitions as required and work with the Director of Business Partnerships and the BRC Events, Marketing and Engagement Officer to develop internal and external marketing strategies and generate promotional material.
- Keep abreast of relevant funding opportunities and promote to Divisional Researchers and the NIHR BRC partnership.
- Prepare reports to communicate progress for the Director of Business Partnerships and as required, arrange meetings and prepare agenda papers, record minutes and produce action notes in connection with the work of the office.
- Participate in regular team or one-to-one meetings with the Senior Business Partnerships Manager to review opportunities, monitor workload, progress and deadlines.
- Undertake some travel nationally and internationally in support of industry partnership role

Selection criteria

Essential

The person appointed must demonstrate that they have:

1. A degree preferably at the post-graduate level or equivalent.
2. A scientific background in the Life Sciences or Clinical Sciences.
3. A track record of industry partnering activities.
4. Commercial awareness of the bioscience industry and an interest in keeping abreast of developments in this market sector.
5. Excellent written and oral communication skills.
6. Ability to learn quickly, adapt and improvise and to work independently.
7. The attributes to be a highly effective team player.
8. Ability to communicate well with people at all levels and develop effective working relationships.

Desirable

1. Knowledge of a variety of companies and their interests in the pharmaceutical, biotechnology, diagnostic, medical devices or imaging related sectors.
2. Experience of dealing successfully with senior researchers and decision-makers from industry and from academia, ideally, from the healthcare sector.
3. Knowledge of the medical sciences research funding and related regulatory and business environment.
4. Experience in innovation and entrepreneurial activity plus market analysis and 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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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>

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 www.ox.ac.uk/about/organisation.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford and indeed bigger than many other UK Universities.

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: www.medsci.ox.ac.uk

Business Partnerships Office (BPO)

The divisional Business Partnerships Office (BPO) is responsible for developing, implementing and managing the industrial engagement strategy for the Medical Sciences Division (MSD) with the objective of increasing the number and range of commercial interactions across the division. The BPO also works closely with the Oxford Biomedical Research Centre (BRC) to provide practical and strategic support for developing commercially driven partnerships for BRC funded NHS researchers.

The main activities of the function are:

- *Support for developing partnerships:* identifying new opportunities for partnership and incentivising industry to work with Oxford by taking steps to make the partnering process easier; supporting divisional researchers in developing and sustaining individual research partnerships with industry; development and progression of partnerships for key divisional research initiatives and strategic alliances between companies and the division; coordination of pre & post contract alliance management activities.
- *Defining commercial opportunity:* identifying the research areas presenting the best opportunity for establishing partnerships between the University, NHS and commercial partners.
- *Communications strategy:* managing the internal and external communications programme aimed at marketing the basic and translational research capabilities of the MSD and the BRC programme and promoting opportunities for partnership.
- *Funding streams:* identifying potential co-funding streams to enable biomedical researchers in Oxford to develop basic and translational projects with industrial partners.
- *Innovation in partnership models;* exploration of new strategic, contractual, IP and financial models for working with industry with Research Services Medical Sciences.
- *Internal networking;* sharing contacts and best practice with Business Partnerships and Knowledge Exchange teams across the University and maintaining strong links with Oxford University Innovation (OUI)

About the Joint Research Office

The BPO is located within the Joint Research Office (JRO). The JRO has been established by the University of Oxford Medical Sciences Division and the Oxford University Hospitals NHS Trust to bring together the teams responsible for the central administrative functions required to facilitate successful biomedical and translational research across the partnership and to simplify this process for researchers and industry. In addition to the BPO, the teams that comprise the Joint Research office are Research Services Medical Sciences, the Trust and University (CTRG) Research Governance, OUHT Research

Finance and the BRC Management. The JRO is based between the JR Hospital and the Old Road campus in Headington.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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 all documents **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 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
divoof.jobs@medsci.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 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 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 of 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>