

<b>Job title</b>	Research and Policy Advisor
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	Pandemic Sciences Institute, Li Ka Shing Centre for Health and Information Discovery, Old Road Campus, Headington, Oxford, OX3 7LF
<b>Grade and salary</b>	Grade 8: £45,585 - £54,395 with a discretionary range to £59,421 p.a. (pro rata)  Whilst this role is a Grade 8 position, we would be willing to consider less experienced candidates who might be suitable for the role with adjusted duties to then be offered as an under fill at Grade 7: £36,024 - £44,263 with a discretionary range to £48,350 per annum. This would be discussed with applicants at interview/appointment where appropriate
<b>Hours</b>	Full time (part-time hours considered, a minimum of 80% FTE)
<b>Contract type</b>	Fixed-term contract until 31 March 2026  Funding is provided by the World Health Organisation (WHO)
<b>Reporting to</b>	Alice Norton, PI & Head of Policy and Practice Research Group
<b>Vacancy reference</b>	174970

<b>Hybrid working arrangements</b>	<b>The successful person will need to work on site for a minimum of 3 days per week</b>
<b>Additional information</b>	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship under UK Visas and Immigration legislation. Therefore, the Nuffield Department of Medicine welcomes applications from international applicants who require a visa.
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Unit - <a href="http://www.psi.ox.ac.uk">www.psi.ox.ac.uk</a></li> </ul>
<b>What we offer</b>	<a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>

## The role

The PSI Policy and Practice Research group undertakes applied research on the design and implementation of policy and practice (including public health) for pandemic preparedness and response. Particular areas of current research include research on research prioritisation, research translation to policy and barriers and enablers to both research and public health practice during outbreaks.

You will lead the work of key elements of the PSI Policy and Practice Research group. You will support the Head of the PSI Policy and Practice Research group and Head of GloPID-R Research and Policy Team, Alice Norton, based at the University of Oxford.

You will, in collaboration with the wider team, work to provide research and policy support to key stakeholder groups of the PSI Policy & Practice Research Group, including but not limited to GloPID-R members and the WHO.

## Responsibilities

You will:

- Lead on discrete areas of the PSI Policy and Practice Research group, under the oversight of Dr Alice Norton.
- Regularly write research articles, lead and co-author publications on behalf of the PSI Policy and Practice Research group-related work, and present papers at national and international conferences.
- Represent the research group at international meetings including with senior executives from funding agencies.
- Develop policy briefs on strategic themes such as data sharing, clinical research innovation and regulatory developments, social science aspects, access to medicine and R&D priorities and pipelines.
- Prepare and disseminate briefing papers for members on e.g. outbreak status reports and problem specification.
- Agree clear task objectives, organise, and delegate work to other members of the team. Manage the work of more junior staff, including line management (e.g. Research and Policy Assistant).
- Develop research questions within a specific context, identify research gaps, undertake research on research and research mapping, perform analyses, literature reviews, evidence reviews and needs assessment, involving identifying which gaps in knowledge and response capacity are inhibiting effective rapid research responses.
- Share responsibility for shaping the research group's plans and contributing to reports for the funders.
- 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

- Hold a Masters degree in a scientific discipline, including social sciences
- Significant post-qualification experience.
- A strong track record in scientific and policy brief writing, and peer-reviewed publications.
- Substantive experience of working with global stakeholders, including presenting at and convening meetings.
- Excellent written and verbal skills, with a proven ability to communicate complex concepts to specialist and non-specialist audiences.
- Evidence of well-developed qualitative and quantitative research and analysis skills.
- Ability to work accurately and methodically with a meticulous attention to detail.
- Extensive experience working in an international collaboration.
- Proven ability to organise and prioritise workload to deliver in short time frames.
- Proven experience of organising international meetings.
- A background in outbreak research preparedness and response research OR funding.

### Desirable

- Experience of strategy implementation.
- Experience of line management.
- Hold a postgraduate degree in a scientific discipline, including social sciences and significant post-qualification experience.

## 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:

- Lone Working
- 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/research/](http://www.ox.ac.uk/about_the_university/jobs/research/)

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](mailto:recruitment@ndm.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 70<sup>th</sup> 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.

