

<b>Job title</b>	Clinical Project Manager
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	Jenner Institute, Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Oxford, OX3 7LE.
<b>Grade and salary</b>	Grade 7: Salary in range £37,524 - £45,763 per annum (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term contract until 13 August 2026 Funding is provided by the Bill and Melinda Gates Foundation
<b>Reporting to</b>	Dr Alison Lawrie, Head of Regulatory Affairs
<b>Vacancy reference</b>	175064

<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 or a may be eligible for Global Talent Visa under UK Visas and Immigration legislation.
<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.jenner.ac.uk">http://www.jenner.ac.uk</a> // <a href="http://www.ccvtm.ox.ac.uk">www.ccvtm.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 Jenner Institute, University of Oxford has been developing new vaccines for over 20 years. Over that time, we have conducted phase I and IIa clinical trials to evaluate the safety, immunogenicity and efficacy of new malaria vaccines in healthy volunteers in the UK. Trials evaluating the safety, immunogenicity and efficacy of vaccines in malaria endemic areas have also been conducted in Africa including a Phase III trial across four countries (Mali, Kenya, Tanzania and Burkina Faso). New malaria candidate vaccines are currently being developed and will be tested in Oxford. We have also developed and tested a number of candidate vaccines against emerging pathogens including Ebola, MERS, Chikungunya, RVF, Zika and Covid-19 in clinical trials. New mRNA vaccines are also currently being developed and tested in Phase I clinical trials. The clinical programmes are coordinated from the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM).

This post involves managing a number of clinical trials mainly in the UK with input into overseas clinical trials as required. You will be responsible for the management of phase I and IIa malaria trials and clinical trials involving vaccines against emerging pathogens. The post will also involve some financial grant management. You will have good interpersonal and management skills and be able to interact productively and accurately with other team members, researchers and collaborators. You will need to be highly organised, able to deal with complex information, and able to prioritise your workload to meet deadlines. You will have excellent verbal and written communication skills. Previous experience in clinical trials and good clinical practice (GCP) are also essential for this position. The group is within the Jenner Institute (<http://www.jenner.ac.uk>) and works very closely with groups undertaking clinical trials of candidate vaccines against TB, cancer, HIV, hepatitis C and other diseases.

The post is based at the Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Oxford ([www.ccvtm.ox.ac.uk](http://www.ccvtm.ox.ac.uk)).

There are strong links with other research centres in the University Division of Medical Sciences and with overseas field sites.

## Responsibilities

You will:

- Carry out financial management of clinical trials funded by a portfolio of grants, including generation of requisitions, requisition approval and financial reporting.
- Manage numerous clinical trials and where applicable the coordination of reagents, cells and vaccines with overseas clinical units.
- Work within and interpret legislation and regulatory frameworks including ICH GCP.
- Draft clinical trial ethical /Combined review applications and co-ordinate submissions to meet deadlines.
- Contribute to the preparation of grant applications, including provision of project plans and budget estimates for clinical trials.
- Carry out data management and analysis, including the provision of scientific, technical, and financial reports.
- Draft clinical protocols and related documentation, and writing SOPs.
- Maintain an overview of all aspects of trial administration.
- Oversee the trial master files.
- Maintain complete and accurate records.
- Chair TC meetings with clinical sites and collaborators.
- Attend and present at conferences, seminars and project meetings as appropriate.



- Carry out any other trial related work as required by the Head of Regulatory Affairs or Chief Investigator.
- 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 a relevant biological subject.
- Ability to manage financial and operational resources.
- Excellent interpersonal and communication skills and ability to work in a team.
- Highly organised with an ability to manage a vast amount of relatively complex information and to prioritise a demanding workload with the ability to meet competing deadlines.
- Intermediate computer skills, particularly Microsoft Office package.
- Project management experience, ideally in a relevant area.
- Previous clinical trials experience and knowledge of GCP.
- Ability and willingness to work independently, to support and supervise others as may be necessary, and to work effectively as part of a cross-functional team.
- Highly developed problem solving and organisation skills.

### Desirable

- Hold a PhD/DPhil in a relevant area.
- Experience of financial management within a higher education setting.
- Previous vaccine development or immunology 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>



## 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/](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](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.

