



**CENTRE for
TROPICAL MEDICINE
and GLOBAL HEALTH**



Job title	Programme Data Governance Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Oxford University Clinical Research Unit (OUCRU), 764 Vo Van Kiet, Quan 5, Ho Chi Minh City, Viet Nam
Grade and salary	Grade 8: £48,235 - £57,255 with a discretionary range to £62,407 per annum. This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time
Contract type	Fixed-term contract until for 3 years Funding is provided by Wellcome
Reporting to	Sarah Barton, Director of Operations
Vacancy reference	176025

About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - www.tropicalmedicine.ox.ac.uk
What we offer	<p>https://hr.admin.ox.ac.uk/staff-benefits</p> <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata) Family leave schemes A welcoming and diverse community

The role

This newly created post will work closely with key stakeholders within and external to Oxford University Clinical Research Unit (OUCRU), to develop, implement and maintain data governance policies, procedures and standards, supporting multiple data domains (research and operations) across the Programme to support and enable OUCRU's cutting-edge research. You will also be responsible for overseeing the Programme's compliance to relevant data protection legislation, as well as leading on the development of an open and responsible data culture, enhancing quality, accessibility, integration and interoperability of both operational and research data. You will ensure alignment of all data governance initiatives with the vision, aims and objectives of OUCRU.



**Athena
SWAN**
Silver Award



Preamble:

The good governance and management of data has become central to the Oxford University Clinical Research Unit's (OUCRU's) current and future activities, whether it relates to research or its operations. In particular, the research undertaken at OUCRU has evolved over the last decade, which has transformed the volume, complexity and compliance requirements of the data generated and substantially increased its possible uses. Furthermore, the OUCRU programme produces substantial internal, operations-focused data that not only requires optimal management but also represents an opportunity to quantify and track OUCRU's activities.

As a result, the data produced by research and operations, and the regulatory frameworks within which OUCRU operates in all its countries, have outstripped the programme's internal resourcing and expertise in this area. In order to ensure the very best use of data while adhering to the highest legal and governance standards, OUCRU is now wishing to appoint a Programme Data Governance Manager, who can provide a strategic approach to data governance and management across the Programme while also ensuring an appropriate level of compliance to (inter)national guidelines and legislation



Responsibilities

Programme-wide Data Protection

- Work closely with IT and Data teams, research groups, clinical trials units and all other operations and financial functions across the 3 countries
- Oversee the Programme's data governance and protection strategy and related policies and procedures, developing an appropriate framework to manage all aspects of data protection and compliance whilst enabling research to occur
- Develop and deliver training and awareness raising activities covering data protection legislation, its meaning and impact on OUCRU operations
- Design and implement risk mitigation actions and escalate residual risks, when appropriate
- Act as the Data Protection Officer for the Programme

Good Research Data Practices

OUCRU's vision for research data is to ensure it can meet its obligations to funders, improve the efficiency of research, and make sure data is findable, accessible, interoperable, and reusable (FAIR).

- Work closely with all relevant parties: research and research support staff; data governance group(s); and specialist staff in IT and Data management and the Clinical Trials Unit(s)
- Train and educate researchers and other related staff on the FAIR principles of data use
- Provide guidance and support to researchers on good data governance and its benefits
- Continuously assess research data practices across OUCRU and make recommendations for change
- Facilitate data governance collaborations, sharing of best practice among researchers, external stakeholders and between research and research support teams
- Explore and advocate for new technologies and solutions to support compliant FAIR research data
- Support the IT and Data management team and Clinical Trial Units to provide advice and standards on the use of data capture systems, data repositories and archiving
- Work with the IT and Data management teams and Clinical Trials Units to construct and maintain an inventory of all available datasets and their associated metadata across the Units including the underlying codes. Make recommendations regarding the standardisation of formatting for the future.
- 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 degree level or equivalent experience in a relevant field.
- Demonstrable and substantial experience with either ISO 27000 (and related content) and/or managing the data and information governance aspects of large clinical trials.
- Experience of delivering data management, data security and/or information governance training programmes



- Understanding of GDPR legislation in the UK, EU or in Asia, its application in a complex and diverse organisation.
- Knowledge, intellectual capacity, reasoning and analytical skills.
- Excellent interpersonal skills and the ability to deal effectively and efficiently with a wide variety of colleagues and stakeholders
- Excellent English written and verbal communication skills, including presentation skills
- A clear record of a positive can-do attitude and approach shown to colleagues at all levels of seniority and expertise.
- Ability to carry out tasks independently, be proactive, show initiative and work with a high degree of accuracy and attention to detail.

Desirable

- Experience of data management and information governance in a research laboratory setting.
- Experience of convening disparate teams at all levels of seniority and with differing expertise,
- An awareness of relevant international and local legislation and regulatory standards
- Fluency in a language of one of OUCRU's countries of operation
- Specialist local or international qualifications, similar or equivalent to:
 - IAPP Certified Information Privacy Professional (CIPP/E)
 - BCS Foundation Certification in Data Protection (CDP)
 - BCS Foundation Certificate in Information Security Management Principles (CISMP)
 - BCS Practitioner Certificate in Information Risk Management (PCIRM)
 - ISC(2) Certified Information Systems Security Professional (CISSP)
- Experience of living and working in a resource poor setting particularly Asia

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.

