



Job title	Project Manager - Oxford-Novartis Collaboration
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Big Data Institute, Li Ka Shing Centre for Health and Information Discovery, Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Grade 8: Salary in range £48,235 - £57,255 per annum (pro rata). 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 31 August 2027 Funding is provided by Novartis
Reporting to	Thomas Nichols, Professor of Neuroimaging Statistics
Vacancy reference	176600

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 under UK Visas and Immigration legislation.
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.bdi.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <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) 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
Principal Investigator / supervisor	Professor Thomas Nichols



Project team	Novartis
Funding partner	The funds supporting this research project are provided by Novartis

The role

As the Project Manager of the Oxford-Novartis collaboration you will ensure the smooth running of all aspects of the programme, including the scientific and financial management of the programme's activities. You will lead in developing and implementing project plans for the collaboration, as well as contribute to the management of many other elements of the collaboration's activities, including data and information security, operational management, and contractual work. The post will require complex communication of conceptual ideas and complex information that may be highly detailed, technical and specialist on a regular basis.

You will collate milestones, objectives, deliverables and spend vs budgets to ensure everything proceeds according to tight deadlines. This will also involve organising and leading management meetings. You will be a key figure in harmonizing input from these research activities to present the plan for implementation that meets the strategic aims of the collaboration. This will involve organising and attending meetings in all participating centres, as well as extensive email and other online communications.

Responsibilities

You will:

Management

- Manage the budget for the collaboration, including forecasting and monitoring.
- Oversee procurement of goods and services and ensure that expenditure is appropriately allocated and monitored in line with budgets.
- Carry out the detailed planning required to establish a project plan and to manage the plan through to a successful project delivery.
- Ensure that progress is actively monitored, milestones and deadlines are met and appropriate feedback is provided in a timely fashion.
- In collaboration with the IT Research team, ensure that processes are established to identify and manage all Information Security risks and issues and that appropriate escalation and contingency management are in place.
- Organise original submissions and annual approvals for relevant regulatory bodies; ensure that policies are sufficient for the work being undertaken.
- Ensure the development and approval of adequate operational policies. Maintain a database of approvals, policies and procedures, and ensure the appropriate data protection and ethical permissions are in order for data storage.
- In conjunction with Research Services ensure all necessary contracts are signed in timely manner and all finalised documentation is circulated and filed as appropriate.
- Provide guidance to project members on intellectual property issues and procedures in liaison with Research Services.

Administration



- Prepare the scientific and administrative reports for the collaboration PIs, BDI administrative committees and the collaborator as required.
- Liaise with the NDM Grant Management Team and Research Services as appropriate, to be responsible for the correct preparation of project-related documents by them or any other members of the team and to fully understand funder's terms and conditions.
- Assist the HR team in the recruitment process following University / NDM recruitment policies including the preparation of recruitment documents, selecting, and being part of interview panels in project related recruitment processes.
- Liaise with local administration (Business Manager, HR, NDM Grant Management, and Finance Team) as appropriate to manage the project according to University policies and the terms and conditions of the funders.

Communication

- Act as the central point of contact for the Oxford-BDI and Novartis research teams, colleagues from other departments and external partners on all matters related to the collaboration Team and others in order to ensure effective running of the Collaboration projects.
- Develop public-facing content with the team, including websites and posters.
- Organise, chair and fully participate in Steering Committee, analytics, management and project subgroup meetings.
- Organise collaborator and partner visits to Oxford BDI and other in person events.
- Produce agendas and scientific programmes for meetings, and minutes of all meetings, including action tracking.

Additional duties

- Other duties as agreed with the PIs appropriate to the Grade.
- Undertaking any relevant training and attending courses in order to carry out work duties.
- 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 a PhD level in a relevant area of research and with a demonstrable sufficient experience in managing and coordinating complex scientific projects successfully; Or educated to an undergraduate level with an excellent track record of managing and delivering successfully scientific research projects.
- Project management experience within a complex organisation, with a proven track record of planning, managing and controlling projects to ensure the timely delivery within budget.
- Evidence of strong intellectual, analytical and numerical skills
- Excellent organisational skills, with the ability to prioritise activities across a portfolio projects and work to tight deadlines.
- Excellent problem-solving skills and a drive to find solutions.
- Proven self-motivation and a passion for delivering projects that meet or exceed stakeholder expectations.



- Excellent communications skills, both oral and written; confident in engaging stakeholders, both internal and external, at all levels.
- Proven negotiation skills that can effectively be applied to ensure the successful delivery of project goals.
- Ability and willingness to actively contribute towards developing and improving innovative ways of working and managing projects and research programmes.
- 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.
- Strong interpersonal skills, to work efficiently in multidisciplinary teams and with a wide variety of people internationally.

Desirable

- Knowledge and/or experience of management of Intellectual Property issues in a research environment.
- Experience of working within academia and/or industry.
- Willingness to travel within Europe for occasional meetings.
- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector.

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/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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.