



**CENTRE for
HUMAN
GENETICS**



Job title	Senior Scientific Officer
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Centre for Human Genetics, Building for Genomic Medicine, Roosevelt Drive, Oxford, OX3 7BN and St Anne's College, Woodstock Road, Oxford, OX2 6HS
Grade and salary	Grade 8: Salary in range £48,235 - £52,539 per annum (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time Part time hours considered, minimum 0.6 / FTE.
Contract type	Fixed-term contract for 12 months This role can also be offered as a secondment opportunity for internal candidates. Funding is provided by Wellcome and CPM funds
Reporting to	Anneke Lucassen, Professor of genomic Medicine
Vacancy reference	177618

Additional information	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship under UK Visas and Immigration legislation, but eligibility will depend on the chosen candidate's details so, if a visa is required, this will be determined once the selection has been completed.
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.chg.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



**Athena
SWAN**
Silver Award



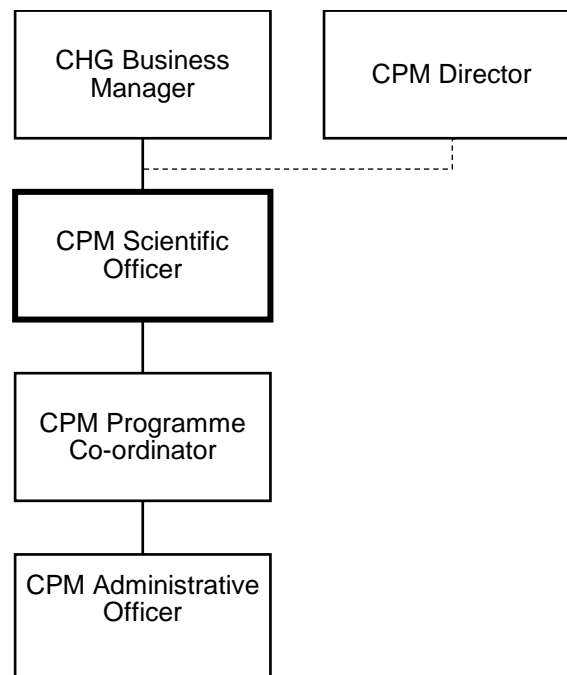
The role

The Centre for Human Genetics (CHG) houses approximately 400 researchers and staff conducting world-leading research in human genetics, genomics and bioinformatics. The Centre for Personalised Medicine (CPM) is a partnership between the CHG and St Anne's College, focusing on multidisciplinary communication, engagement with, and facilitation of, research, relevant to a range of public, professional, academic and policy-influencing audiences. The CPM strategy is available on <https://cpm.ox.ac.uk/strategy/>

This role will work within the CPM and the Lucassen research group at the CHG (which explores the ethical, legal, and social aspects of scientific advances in healthcare).

It is a challenging and interesting role, supporting the development and delivery of a growing portfolio of research and engagement projects and approaches. It will also coordinate across University Departments and with external UK and overseas partners. You will work with a variety of key stakeholders including academic collaborators, external funding partners and other University staff. Some collaborations are international, and you will be required to develop and manage relationships with these key stakeholders and partners.

Organogram



Responsibilities

You will:

Research Programme Delivery

- Be responsible for the operational co-ordination of research projects, ensuring milestones and scientific plans are successfully implemented through management and coordination of staff, activities and collaborators.
- Support the writing of novel collaborative funding applications and offer expert advice to PIs on aspects of the application process including addressing research governance
- Support the writing of annual reports, as well as summaries of meetings and events
- Represent the projects at conferences, external meetings/workshops and internal meetings as necessary.
- Monitor and present key project milestones to the funders and assisting in the timely delivery of these milestones, to contribute to annual reports, online periodic entry of project progress information, and renewals for funding.
- Facilitate excellent communication across the activities and groups, including engagement with various University Departments, international partner institutions, and funding bodies.
- Strategically disseminate information for projects, particularly in relation to external partners and collaborators, and also via project webpages and academic social media.
- Undertake a regular review of expenditure on ongoing grants/projects to ensure they are delivered on time and on budget.
- Be responsible for scientific and administrative documentation such as protocols, ethics documentation and correspondence with collaborators.

Research Project Co-ordination

- Act as the primary point of liaison on operational matters for project team members, collaborators (University, and overseas institutions) senior management, Department Research Office and Research Services.
- Attend project meetings to provide updates and briefings on operational matters, and represent the project PIs in their absence.
- Monitor and maintain the project websites and social media and provide reports on external communications activity as required.
- Be responsible for the preparation of scientific, administrative and financial reports as required to ensure compliance with funders' terms and conditions. Liaise with the Departmental Finance Team as required.
- Develop and maintain a good working knowledge of all University policies relevant to the delivery of the projects and ensure that the necessary processes and procedures are in place and adhered to.
- Oversee or deliver public engagement activities as part of the projects.

Management

- Support the team to identify, monitor and coordinate new research funding opportunities.
- Coordinate and contribute to the development of funding applications.
- Be an active part of the relevant research teams, helping to draft summaries or reports.
- Coordinating key research tasks e.g. application for ethical approval, research participant recruitment, data management, etc.



- Liaise with local administration (CHG Business Manager and Deputy Business Manager, HR, NDM Grant Management, and Finance Team) as appropriate to manage projects according to University policies and the terms and conditions of the funders.
- Support the NDM Grant Management Team with the preparation of reports and financial reporting deadlines, to enable the timely submission of reports to funding organisations.
- Act as line manager to the CPM Co-ordinator, overseeing and supporting delivery of their work, managing performance and undertaking annual review. The postholder will also be responsible for the professional development of the Professional Services staff in the CPM.
- Provide support for all staff employed on the project to ensure they are following all University and project specific directives and receive the appropriate training and follow current Health and Safety regulations.

Communication

- Act as main point of contact for the project/s and to be responsible for scientific communication within the team, with collaborators and contractors in writing and orally using highly technical language.
- Organise and chair meetings and committees, co-ordinate conference calls, present project updates, take and distribute minutes, action points and agendas and implement suggested actions with the appropriate members of the team.
- Represent the project in internal and/or external scientific meetings as required and to be part of public engagement activities (including contributions to the website, newsletters and events).
- 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
- Experience in coordinating, preparing, and writing research funding applications.
- Excellent oral, written communication and presentation skills.
- Highly organised with the ability to manage large amounts of complex information and to prioritise a demanding workload with competing deadlines.
- Ability to communicate effectively to a high standard, including relatively complex scientific matters, orally and in writing.
- Good inter-personal skills, including the ability to use tact and discretion to build effective and cooperative working relationships with colleagues at all levels.
- Highly organized with the ability to work independently, prioritize work and produce consistent accurate, detailed work and meet deadlines.
- Ability and willingness to actively contribute towards developing and improving innovative ways of working and managing projects and research programmes.
- Experience in management of staff, and working effectively as part of a cross-functional team.
- Critical thinking ability and good problem-solving skills, an eye for detail and an ability to work to high standards consistently.
- Advanced computer skills, particularly Microsoft Office package and Project Management software.



Desirable

- Previous relevant experience within the higher education sector.
- Formal project management qualifications (or equivalent experience)
- Experience coordinating complex inter-disciplinary multi-investigator research or infrastructure funding applications.
- Experience of the field of ethics, global health, medical research or an allied area.
- Experience in using social media for digital communication.

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.

