

Job description

Job title	Policy Research Unit Coordinator
Division	Medical Sciences Division
Department	Oxford Population Health (Nuffield Department of Population Health, University of Oxford)
Location	Old Road Campus, Headington, Oxford, OX3 7LF Hybrid working available (up to 40% of hours can be worked remotely)
Grade and salary	Grade 5: £31,459 - £36,616 (including Oxford Weighting Allowance)
Hours	Part time 60%-80% FTE
Contract type	Fixed-term (2 years in the first instance)
Vacancy reference	178262



About Oxford Population Health

Oxford Population Health (the Nuffield Department of Population Health) provides an excellent environment for multi-disciplinary research and teaching and for professional and support staff. We work together to answer some of the most important questions about the causes, prevention and treatment of disease.

The Department has around 1000 staff, students and academic visitors working in a number of world-renowned population health research groups, including the Clinical Trial Service Unit and Epidemiological Studies Unit (CTSU), the Cancer Epidemiology Unit (CEU), the National Perinatal Epidemiology Unit (NPEU) and other groups working on public health, health economics, ethics and health record linkage. It is also a key partner in the Oxford University's Big Data Institute.

In the 2021 Research Excellence Framework (REF), 96% of the research submitted to Unit of Assessment 2: Public Health, Health Services and Primary Care, was ranked either 4* (world-leading in terms of originality, significance and rigour) or 3* (internationally excellent in terms of originality, significance and rigour). This comprised research from Oxford Population Health and research from the Nuffield Department of Primary Care Health Sciences. We scored particularly well for having an environment that is conducive to producing research of world-leading quality and enabling outstanding impact, in terms of its vitality and sustainability.

In addition to its research activities, the Department is home to the [MSc in Global Health Science and Epidemiology](#), the [MSc in Clinical Trials](#), and a variety of short courses. Students also come to undertake research for [DPhil degrees](#). Teaching is provided for undergraduates reading for Medicine and for public health doctors in specialist training.

For more information please visit the [Oxford Population Health website](#).

About the Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit the [Medical Sciences Division website](#).

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best

work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit the [Oxford University website](#).

National Perinatal Epidemiology Unit

The National Perinatal Epidemiology Unit (NPEU) is an internationally recognised, multi-disciplinary research unit based within the Nuffield Department of Population Health at the University of Oxford, Old Road Campus in Headington, Oxford. The Unit undertakes research about pregnancy, childbirth and newborn babies. Funding is provided by grants from a variety of sources including the Department of Health Policy Research Programme, the National Institute for Health Research (NIHR), other funding agencies and medical research charities.

For more information please visit: <http://www.npeu.ox.ac.uk/>

The role

This is an exciting opportunity for a research programme coordinator to develop their experience and skills in this new role. You will be responsible for day to day research support for the Policy Research Unit in Maternal and Neonatal Health and Care and its Public Involvement and Engagement Network. You will be part of the core PRU-MNHC team and the PPIE Task Group and will build strong relationships with a wide range of partners and stakeholders. You will also provide similar research support for a new research programme (OPTIM-I) which is aiming to improve the way that interpreters are used in NHS maternity services, and for other NPEU research studies as required.

The Policy Research Unit in Maternal and Neonatal Health and Care (PRU-MNHC) has been based in the NPEU at the University of Oxford for the past 13 years. We are a team of experts in the fields of maternal and newborn health research, with team members also based in other universities throughout the UK.

Our mission is to produce high quality research to improve the care provided by the NHS to women, babies and families during pregnancy, birth and early childhood. We aim to reduce deaths and severe illness, and improve women's and families' health and experiences, through working in partnership with parents, policymakers, doctors and midwives. Our Patient and Public Involvement and Engagement (PPIE) is led by Associate Professor Rachel Rowe and supported by a PPI Task Group. We have an established PPIE Network

and network comprising over 100 organisations and individuals, representing a diverse range of women and partners, that will contribute to programme development and individual projects. Those represented include parents of Black and South Asian ethnicity, parents living with physical or learning disability, women with specific health conditions, those affected by social and economic deprivation, LGBTQ+ parents, women in prison, fathers, teenage parents, parents whose babies have died and parents whose babies received neonatal care.

Our new programme of work began in January 2024, funded by the Policy Research Programme at the Department of Health and Social Care (England) via the National Institute for Health and Care Research.

For more information on the current Policy Research Unit please visit <https://www.npeu.ox.ac.uk/pru-mnhc>

Responsibilities

- To act as the main point of contact for the Policy Research Unit in Maternal and Neonatal Health and Care working closely on a day to day basis with the Co-Directors of the unit, PPIE leads, Senior co-investigators and researchers based at the NPEU, and co-investigators from external organisations, to ensure the successful administration of the PRU-MNHC.
- To provide day to day administrative support for PRU senior researchers
- Make complex travel arrangements for UK and international travel including hotel bookings.
- Provide administrative support for financial matters for the PRU-MNHC and OPTIM-I including, for example, the management of travel, subsistence and other expenses and allowances, invoices for subscriptions.
- Liaise with and build strong relationships with public contributors, including acting as a point of contact, and supporting their attendance at meetings.
- Collate and manage information about PPIE activity.
- Organise meetings, including booking room/venue and catering as required, circulation of agenda and other documents, and taking minutes when required.
- Maintain, and improve as appropriate, record-keeping and filing systems.
- To support NPEU, the PRU-MNHC and OPTIM-I at related meetings as required.
- To develop successful working relationships with academic and support staff colleagues across the department and in the wider University, as well as with external collaborators.

The above list is not exhaustive and the role-holder is required to undertake such duties as may reasonably be requested within the scope of the post. All staff are required to act in a professional, cooperative and flexible manner, in line with the requirements of the post.

Selection criteria

Essential

- Proven administration and organisational skills with excellent attention to detail and ability to maintain clear and accurate records skills
- Excellent written and verbal communication skills, including tact, diplomacy and a good telephone manner
- Attention to detail and high level of accuracy
- Strong IT skills, with experience and competence in the use of Microsoft Word, Excel, PowerPoint, Outlook and Teams
- A high standard of numeracy, including the ability to manage finances
- Ability to work independently using own initiative, prioritising workload and multitasking across a range of activities
- Experience of working on confidential matters
- Flexible, adaptable and proactive approach to work

Desirable

- Experience of working in NHS or Policy environment
- Knowledge of NHS maternity care
- Experience of the principles and practise of Patient and Public Involvement and Engagement
- Knowledge of Data Protection Act and GDPR.

Please ensure that your supporting statement demonstrates you meet the selection criteria outlined above. For further information, please see “How to Apply” below.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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](#).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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).

Please upload your CV and supporting statement **as PDF files** with your name and the document type in the filename.

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 departments.

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

Help and support is available from the [HR Systems Recruitment support webpage](#). If you require any further assistance please [email the Recruitment Support team](#).

To return to the online application at any stage, please go to the [University's recruitment website](#). Please note that you will receive an automated email from our e-recruitment system 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](#). The University's Policy on Data Protection is available on the [University's Compliance webpages](#).

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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>