Job title	Programme Manager - Maternity Cover
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Sciences Institute, Li Ka Shing Centre for Health and Information Discovery, Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Standard Grade 8: Salary in range £48,235 - £57,255 per annum. This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time (part-time hours considered, a minimum of 80% FTE)
Contract type	Maternity leave cover until 15 May 2026 Funding is provided by Wellcome
Additional information	Anticipated start date 1 May 2025
Reporting to	Alice Norton - Head of PSI Policy and Practice Research Group
Vacancy reference	178361

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, 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	• University of Oxford - www.ox.ac.uk/about/organisation • Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk • Unit - www.psi.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits • 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

The role

We are recruiting for a highly motivated Programme Manager (maternity cover) to join the Pandemic Sciences Institute (PSI) Policy and Practice Research Group, at the University of Oxford. The research group undertakes applied research on the design and implementation of policy and practice (including public health) for pandemic preparedness and response. Two activities of note hosted within the research group are the GloPID-R Research and Policy team and the Pandemic PACT funding tracking and evidence synthesis programme.

You will be responsible for the programme management across the PSI Policy and Practice research group, in particular the Pandemic PACT Programme. You will work in collaboration with the NDM Grant Management and Finance team to meet objectives within deadlines and within the University standards and the funder's terms and conditions; to act as the first point of contact for project enquiries and decision-making issues; to be responsible for project and resource planning, identifying shortfalls and issues and providing feasible solutions to existing problems; and for the strategic management of the projects to meet project goals. You will also support the PI in managing reporting to several funders, fundraising, recruiting new team members, and setting up and overseeing sub-contractors.

The role will also have some project management elements to it, including but not limited to developing and managing project timelines and progress; developing strategic plans; coordinating key project activities (including the running of the Pandemic PACT Advisory Group), international meetings and events; and coordinating reporting. You will also be responsible for managing junior administrative staff.

You will be based in Oxford, and collaborate closely with other team members in Oxford and a range of external and international partners and collaborators. There will be occasional travel within the UK and internationally.

This maternity cover is provided through support from Wellcome. The PI for the project is Dr Alice Norton who leads the PSI Policy and Practice Research Group. The post will be overseen and line-managed by Dr Alice Norton.

Maternity (or other family) leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available until 15 May 2026 or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Responsibilities

You will:

- Work as part of a large research group (c.24 members) under the leadership of Dr Alice Norton.
- Lead the programme and project management activities of the PSI Policy and Practice Research Group, with support from the Programme Officer.
- Act as the lead for liaising with local administration (Business Manager, HR, NDM Grant Management, and Finance Team) as appropriate, to manage the research group programmes according to University policies and the terms and conditions of the funders.
- Manage funder progress reports and support the NDM Grant Management Team with the preparation of financial reports and reporting deadlines, to enable the timely submission of reports to funding organisations.
- Lead the tracking, monitoring and resource planning for the research group.
- Line manage, supervise or monitor team members and/or their work, to detect potential issues and to provide solutions and to identify and manage development and training for line-managed/supervised team members.
- Act as a key point of contact for the projects and communicate with the team, 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.
- Act at all times in the best interest of the University to ensure that the projects are managed in accordance to good research practice.
- 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.
- 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.
- Promote engagement with multiple external stakeholders for the programmes.
- Undertake any other reasonable duties appropriate to the role and grade.
- 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 an undergraduate degree in a relevant subject such as linked to public health, policy or management.
- An excellent track record of successfully managing and delivering scientific research projects.
- Ability to demonstrate leadership of large and complex projects, for example, with multiple stakeholders, budgets exceeding £1m, long time-frames, and regulatory complexity.
- Extensive experience of working with senior external stakeholders.
- Highly organised with the ability to manage a vast amount of relatively 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.
- Strong interpersonal skills, to work efficiently in multidisciplinary teams and with a wide variety of people internationally.
- 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.
- 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

- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector.
- Experience of managing sub-contractors

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:

- Lone Working
- 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.

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.