

Job title	Senior Operations and Programme Manager – Centre for Genomic Pathogen Surveillance
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Science Institute, Li Ka Shing Centre for Health and Information Discovery, Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Research Grade 9: £55,636 - £64,228 with a discretionary range to £72,079 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 31 May 2027 Funding is provided by the National Institute for Health Research (NIHR)
Reporting to	David Aanensen, Senior Group Leader
Vacancy reference	178959

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 or may be eligible for Global Talent Visa 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.psi.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

The role

This is an exciting opportunity for an experienced Senior Operations and Programme Manager to join the Centre for Genomic Pathogen Surveillance (CGPS) at the Pandemic Science Institute, Nuffield Department of Medicine. We are an organisation focussed on the upscaling and delivery of public health genomics for surveillance and mitigation of infectious diseases. You will bring an enthusiasm and appreciation for global health delivery and act as a lynchpin across projects and strategy for growth and delivery. You will take a lead in our key funded programme of work within the NIHR Global Health Research Unit (GHRU) on Genomic surveillance of AMR focused on country capacity for digital and genomic epidemiology and align strategy and approach with our WHO Collaborating Centre on genomic Surveillance of AMR. The role offers opportunity for development of strategy, programme management and delivery of impactful policy, translating science into implementation.

Reporting to the Principal Investigator, Professor David Aanensen, you will be a key member of the senior team for CGPS with responsibility for leading on the delivery of a significant programme of activities across international collaborators and major public health institutions. You will take on the role of managing operations and liaising with teams within the University of Oxford to ensure smooth activity delivery within the group.

Your main focus will be to manage the flagship NIHR Global Health Research Unit, which brings together a multi-disciplinary UK based team (CGPS) with lead researchers and international collaborating partners in the Philippines, Colombia, India and Nigeria.

This collaboration is well established and has worked on capacity building and developing whole genome sequencing (WGS) for AMR embedded within national control programmes. This is being achieved through the development and rollout of technical support for laboratory, bioinformatics and institutional capacity as well as local and international pathogen surveys and subsequent analysis. We are currently focusing on developing and linking data solutions to operationalise genomics linked to the correct epidemiological and clinical data for priority AMR pathogens. Generating actionable data to enable policy makers and public health programmes to make informed decisions is crucial to effectively respond to AMR.

You will be responsible for delivering on all aspects of project management across the project, both in the UK and across our international collaborators, to ensure that all consortium project deliverables are met, and to enable the CGPS to continue its mission of delivering real-world impact in global health. This will also entail cross-collaboration and input into other relevant activities within CGPS aligned to the group's strategic vision.

Another key aspect of this role is to support the coordination of our WHO Collaborating Centre deliverables, ensuring these are intertwined with the objectives and mission of CGPS and the GHRU project.

About the CGPS

Within CGPS (<http://pathogensurveillance.net>) we focus on pathogen dynamics, data flow and the use of genome sequencing for surveillance of microbial pathogens through a combination of web application and software engineering, combined with capacity building for technical, laboratory, financial and data management with global partners. CGPS works with major public health agencies such as the US CDC, the European CDC, UK Health Security Agency and the WHO, as well as research partners in Africa, Asia, Europe and the Americas, data is utilised to interpret and aid decision making for infection control.

CGPS is a passionate team making a significant impact on global public health institutions, supporting its mission of delivering real-world impact in global health through driving innovation to support a global genomic pathogen surveillance network



Responsibilities

You will:

- Lead a portfolio of multi-year scientific projects on behalf of the team:
 - Work collaboratively with the team of scientists, engineers and admin staff to oversee the effective delivery of project milestones within required timeframes and budget.
 - Manage the resourcing/recruitment requirements and effective drive and operational delivery of the CGPS strategy.
 - Strategically manage and develop the programme in order to meet scientific and public health goals and in line with organisational objectives.
 - Act as the key point of contact for programme enquiries and leading the investigation and resolution of complex and sensitive matters.
 - Ensure the work is conducted within the University and Funders' standards and also within the terms and conditions.
- Manage a major, complex international project on behalf of the Principal Investigator(s):
 - Ensure all project work package activities are properly coordinated and that all scientific and non-scientific deliverables and milestones are met in a timely manner and within budget.
 - Be responsible for project and resource planning, identifying issues & risks and providing pragmatic solutions.
 - Maintain trusted relationships and coordinate project activities with research collaborators in the Philippines, Colombia, India and Nigeria.
 - Work and communicate both internally and externally with members of the CGPS team, collaborators, Oxford support teams including Research Services, Grants, Research Accounts and Finance teams, and the NIHR both in writing and orally.
- Act as the coordinator for our World Health Organisation Collaboration Centre.
- Work within the senior management team to direct a large (c25) multidisciplinary team including researchers, software developers, project, operational staff and consultants to ensure effective delivery of a strategically important programme of activities for both the University, genomic pathogen surveillance community and the wider Global Health community.
- Line manage and develop CGPS team members such as programme management and support staff.
- Establish and develop excellent working relationships with internal Oxford teams to enable effective programme delivery, including Research Services, Research Accounts, grants, finance, HR teams and Oxford University Innovation.
- Organise and chair meetings, committees and working groups related to the programme and play a leading role in growing external networks and cross-sector initiatives to benefit CGPS and the University.
- Carry out any other duties that may be reasonably required in line with the role and needs of the CGPS.
- 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.

Job descriptions can never be comprehensive and you may be required to undertake other similar tasks and responsibilities.



Selection criteria

Essential

- Hold a post graduate degree with demonstrable experience in leading and managing complex scientific projects/programmes successfully, or educated to an undergraduate level with an excellent and extensive track record of leading and managing successful scientific projects/programmes.
- Ability to demonstrate leadership of a large and complex programme, for example, with multiple stakeholders, multi-disciplinary teams, multiple budgets, and regulatory complexity.
- Significant line management experience/ experience in managing cross-functional teams.
- Ability to think strategically and creatively to devise optimal solutions to complex problems.
- 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 research impact 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.

Desirable

- Understanding of the University research grant management procedures and/or previous relevant experience within the higher education sector.
- A certified Project or Programme Management Qualification (e.g. Prince 2).



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.

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.

