

## Job Description



<b>Job title</b>	Translational Research Coordinator
<b>Division</b>	Medical Sciences Divisional Office
<b>Department</b>	MSD Translational Research Office, Business Development Team
<b>Location</b>	Joint Research Office, Boundary Brook House, Old Road Campus, Oxford Hybrid working supported
<b>Grade and salary</b>	Grade 7: £38,674 - £46,913 per annum (pro-rata for part-time)
<b>Hours</b>	Full time (part-time at a minimum of 0.6 FTE considered)
<b>Contract type</b>	Fixed-term initially (up to 31 July 2026) Extension possible if funding allows
<b>Reporting to</b>	Head of the Translational Research Office / Translational Research Managers
<b>Vacancy reference</b>	179217
<b>Additional Notes;</b>	Internal Applicants Only - secondment opportunity

### The role

We are looking to recruit Translational Research Coordinator to join our **Translational Research Office** (TRO) operations at Oxford. The purpose of this office is to assist individual academics and clinicians in advancing their research discoveries, through appropriate translational funding steps, on a long-term trajectory towards development into new therapeutics, devices and clinical techniques.

The TRO sits within the Medical Sciences Divisional business development and partnering function and works closely with the Deputy Heads of Division for Innovation and Research, the Head of Licencing and Ventures for Life Sciences at Oxford University Innovation (OUI), Divisional Assistant Registrars and the Industry Experts in Residence Programme. The TRO draws on the seasoned experience of these stakeholders, coordinating collaborative efforts to grow the quantity and quality of translational research projects undertaken by researchers at Oxford.

A confident self-starter, you will have an understanding of the research, translation and innovation processes in the biomedical and healthcare sectors. With experience of biomedical research, project management or research administration, the post-holder will work under the leadership of the Head of the Translational Research Office and Translational Research Managers to identify, encourage and maintain a pipeline of biomedical translation opportunities. This will involve identifying and advising on suitable funding sources, supporting the administration of major devolved funding streams, provision of administrative support to the Experts in Residence programme, supporting bid development to improve success rates and volume of funding, and provide project management to these milestone-driven projects. The successful candidates will have excellent interpersonal and influencing skills, being capable



of winning the trust of academic researchers through the provision of high-quality support in a personable manner, enabling the academics to more efficiently achieve their translational goals.

## **Responsibilities**

The main responsibilities of the Translational Research Coordinator will be to:

- Work with the Translational Research Managers (TRMs) to provide long-term management of a portfolio of translational research projects, ensuring projects deliver against key milestones & anticipating the future funding opportunities.
- Assist the TRO with engaging major stakeholder expertise for translational projects, providing administrative, operational and relationship management support.
- Develop an understanding of external resources for translational project funding from the research councils, charities, industry and commercial funders. Maintain awareness of the funder's bid success criteria, and support development of key funder relationships.
- Coordinate the sourcing of external expertise through the Experts in Residence scheme to strengthen the design of translational projects.
- Support the strategic allocation of internal funding streams for translational research *e.g. Medical and Life Sciences Translational Fund*.
- Support the creation of marketing material and the delivery of in-reach events to communicate the translational research agenda to biomedical researchers.
- Support the business development strategy for translational research and contribute to its execution. Support activity and achievement reporting at Divisional and College level.
- Collate data from academic groups (interdepartmental and inter-organisations). Analyse and interpret complex data and report this information to external agencies (funders and industry). To produce reports and resolve queries from the data gathered.

## **Selection criteria**

The person appointed must demonstrate that they have:

- A degree preferably at the post-graduate level or equivalent.
- A scientific background in the Life Sciences or Clinical Sciences.
- An understanding of research and innovation processes, cultures and environments, in bio-medical and healthcare sectors.
- Some awareness of research translation pathways and the interplay of organisations along the pathway, including universities, research institutes, clinical research providers, pharma companies, spin-out companies, regulators and healthcare providers.
- Experience of project, event or relationship management processes, coordinating internal activities to meet deadlines and presentation to external audiences.
- A collaborative approach, with strong communication skills and ability to build and maintain excellent working relationships, both internally and externally with senior academics and sponsors.
- Able to manage a number of complex projects/tasks in parallel.

## Desirable selection criteria

- Experience of supporting or developing research projects in an academic, funder or commercial setting.
- Experience of dealing successfully with senior researchers and decision-makers from academia, government or the commercial healthcare sector.
- Experience in translation, innovation, licensing or entrepreneurial activity plus market analysis and research.
- Experience of project management of innovative research programmes.

## 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>

## 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 [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## **Translational Research Office**

The MSD Translational Research Office was established to provide oversight and delivery of the divisional support for translational research projects. The mission of this new team is to identify new translational projects addressing unmet medical need, to drive the development of project plans and to secure additional project funding. The office will work with a wide range of stakeholders across Oxford to coordinate and connect the right resources and expertise with projects. This will include Oxford University Innovation (OUI, the university's licencing and ventures office), the divisional research support team and industry partnering teams, as well as the wider Oxford University academic and clinical research community.

## **The Medical Sciences Divisional Office (MSDO)**

The Divisional Office, led by Chris Price, the Divisional Registrar and Chief Operating Officer, provides administrative support for the governance of the Division. It is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Most of our staff are based in the Divisional Office at the John Radcliffe Hospital, and some teams are housed in Old Road Campus and the Science Area.

## **Medical Sciences Division**

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and is the largest of the four academic divisions within the University of Oxford. We are a thriving, multidisciplinary community of over 9000 academics, staff, students and clinicians, all of whom contribute to our extensive and exemplary research, teaching and clinical portfolios. The Division comprises the Divisional Office, the School of Medicine and Biomedical Sciences and our 16 academic departments and their constituent units, institutes and centres, located across multiple sites in Oxford (the Science Area and Radcliffe Observatory Quarter, Old Road campus and hospital sites in Headington), and clinical research units in Africa and Asia.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. Our partnerships with the local NHS Trusts promotes cohesiveness and responsiveness at the interfaces between our mutual teaching, training, research and clinical activities, and enables patients to benefit from close links between medical research and healthcare delivery.

We have been ranked number one for the past 14 years in the Times Higher Education Subject Rankings for clinical, pre-clinical and health sciences.

For more information please visit: [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

## **How to apply**

If you do not currently work for the University of Oxford, please do not apply as this vacancy is for internal candidates only.

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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 all documents 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.

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## 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).

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## 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 at [divoff.jobs@medsci.ox.ac.uk](mailto:divoff.jobs@medsci.ox.ac.uk) . To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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.

## 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](http://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](http://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>