

Job title	Policy Research Assistant
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Sciences Institute, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Oxford, OX3 7LF
Grade and salary	Research Grade 6: Salary in range £34,982 - £40,855 per annum (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time
Contract type	Fixed-term contract for 6 months Funding is provided by the EDCTP
Reporting to	Alice Norton, Head of PSI Policy & Practice Research Group
Vacancy reference	179499

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 - https://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

We are seeking a highly motivated Policy Research Assistant to join the Pandemic Sciences Institute (PSI) Policy and Practice Research Group, at the University of Oxford, for six months. The research group undertakes applied research on the design and implementation of policy and practice (including public health) for pandemic preparedness and response.

The position will be managed by Dr Alice Norton, Head of the PSI Policy and Practice Research Group and GloPID-R Research and Policy Team, as well as the Academic and Policy Lead for the African Pandemic Sciences Collaborative (with the Science for Africa Foundation and MasterCard Foundation).

As a Policy Research Assistant, you will collaborate with host institutions on a policy project, selected from a curated list of placement opportunities developed in association with EDCTP and the MSc IHTM programme leads. The final output of the position will be a policy report and presentation, which will be disseminated (as appropriate) with relevant stakeholders and the applicant will be supported to turn this into an academic publication where possible. The PSI Policy and Practice Research Group, along with other experts nominated by Dr Norton, will provide academic support to help develop these publications.

Projects will involve undertaking research in partnership with national and international policy organisations to improve the development or implementation of new policies to improve global health and pandemic preparedness, with a particular focus on Africa.

The position offers several benefits and support, including travel expenses for research-related activities and attendance at international and regional conferences, and meetings to present findings. Support for academic publication costs will also be provided.

You will be based in Oxford, embedded within the PSI Policy and Practice Research Group. Occasional travel within the UK and internationally may be required to collaborate with your policy partner.

Responsibilities

You will:

- Manage own academic research and administrative activities within guidelines provided by Dr Alice Norton and placement co-lead.
- Select, follow, and adapt specialist methodologies to confirm or refute theories, and identify suitable alternatives where information or research material is restricted.
- Contribute to the design of research materials.
- Gather, analyse and present qualitative and/or quantitative data from a variety of sources.
- Undertake comprehensive and systematic literature reviews and write up the results for publication in peer-reviewed journals or for presentation at conferences or public meetings.
- Contribute to research publications, policy briefs, and reviews.
- Present the research at external meetings/seminars.
- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups.
- 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 Master's degree in a relevant subject (i.e. global health, international development, tropical medicine, public health, etc.).
- Future aims aligning to the project opportunities (i.e. working with national and international policy organisations to improve the development or implementation of new policies to improve global health and pandemic preparedness, with a particular focus on Africa).
- Ability to manage own research and administrative activities.
- Excellent communication skills, including the ability to write text that can be published, present data at conferences, and represent the research network at meetings.
- Experience of following and adapting methodologies.

Desirable

- Previous experience working with African researchers and within sub-Saharan Africa.
- Experience of contributing to research publications.
- Experience of contributing ideas for new research projects.

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/research/

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.