

Summary

Job title	Research Programme Manager
Division	Mathematical, Physical and Life Sciences Division
Department	Engineering Science
Location	Institute of Biomedical Engineering, Old Road Campus Research Building, Headington, Oxford
Grade and salary	Grade 7: £38,674 - £46,913 per annum (including Oxford University Weighting)
Hours	Full time
Contract type	Fixed-term for up to 3 years, with the possibility of an extension (externally-funded)
Reporting to	IBME Administrator, dotted line to Professor Alison Noble
Vacancy reference	179721

The role

The Research Programme Manager will primarily oversee research programmes and projects led by Prof. Alison Noble. This post is ideal for a team player, who thrives on tackling challenging and rewarding tasks. You will support the development and delivery of projects and will require coordination across University Divisions, the Oxford University Hospitals Trust and with external UK and overseas partners. You will work with a variety of key stakeholders including academic and clinical leaders, external funding partners and other university staff. Some collaborations are international and you will need to develop strong relationships with project partners in the UK, Hong Kong and India. The portfolio of research activities currently includes projects funded by the Engineering and Physical Sciences Research Council (EPSRC), InnoHK, and the National Institute for Health and Care Research (NIHR).

Professor Noble works in healthcare imaging artificial intelligence (AI). Her research interests sit at the interfaces of AI with computer vision and clinical medicine. The healthcare imaging domain is challenging for AI as it is typified by constraints on data availability and its heterogeneity (e.g. site-to-site quality variation); current limited understanding of how to develop AI models for clinical tasks that are deemed trustworthy to clinician and patient; and a need to better understand how humans and AI work well together to support decision-making in complex scenarios typical of healthcare applications. In recent years, her group has been at the forefront of international thinking in how to bring AI to ultrasound working closely with clinical research groups in Oxford (particularly the group of Prof. Aris Papageorgiou, Nuffield Department of Women's & Reproductive Health) and overseas. Current research includes a major project associated with the Hong Kong COCHE Centre aimed at early



detection of fetal congenital heart conditions and research on human-machine collaboration in medical imaging involving a number of clinical partners in Oxford.

The focus of the advertised role is on delivering the operational activities linked to the research objectives of each programme, as well as helping to develop and sustain future research programmes. The role requires wide-ranging project management for a number of both new and existing projects and funding streams. You will need to navigate governance issues such as data protection and ethics, advise the team on intellectual property management, copyright, and conflicts of interest, and understand research funding arrangements. You will be required to work independently and be proactive.

Responsibilities

Research Programme Delivery

- Responsible for the operational management of research projects, ensuring milestones and scientific plans are successfully implemented through management and coordination of staff, activities and collaborators.
- Monitoring and presentation of key milestones to the project and programme funders and assist in the timely delivery of these milestones, to include drafting of annual reports and renewals for funding.
- Facilitate excellent communication across the activities and groups.
- Manage the strategic dissemination of information for projects, particularly in relation to external partners and collaborators; and also dissemination on the project website and social media including the group's Twitter account.
- Undertake a regular review of expenditure on ongoing grants/projects to ensure they are delivered on time and on budget and provide expenditure reports on request. Manage the process of grant/project maintenance issues, i.e. extensions, amendments and managing restrictions.
- Create procurement plans where needed; liaise with the Department's procurement officer and ensure that all procurement follows University policy, provides value for money and is completed within appropriate timescales.
- You will also oversee project finances and liaise with the departmental IT team on the development and management of group research computing infrastructures.
- Responsible for scientific and administrative documentation such as protocols, ethics documentation and correspondence with collaborators.
- Manage publications to ensure they meet Open Access and Research Evaluation Framework (REF) requirements. This may include depositing accepted manuscripts and overseeing the archiving of data and software code associated with research outputs.

Research Governance and Research integrity

- Review new research programmes and projects and identify any ethical and data protection needs of these projects; other compliance matters may need to be considered.

- Responsible for ethical applications and data protection documentation; this may require liaising with the Research Office, Information Compliance, and/or Medical Science Division Ethics.
- Provide support with data protection, ethics, and data management particularly regarding the research datasets. This may include reviewing copyright, and GDPR requirements for any potential new datasets and data retention for any existing datasets.
- Maintain a detailed understanding of University policy in relation to conflicts of interest. Where any conflicts exist ensure that the plans agreed to manage these conflicts are monitored and appropriate reporting is in place.

Research Programme and Project Management

- Act as the primary point of liaison for collaborators (University, Industry and overseas institutions) senior management, Department Research Office and Research Services.
- Attend project meetings to provide updates and briefings and manage agendas/minutes of these meetings.
- Organise and manage the running of internal and external research meetings to allow the scientific teams to discuss and monitor progress.
- Liaise with the PA to Prof. Noble for research group administration, recruitment arrangements and other research group activities.
- Responsible for the preparation of scientific, administrative and financial reports as required to ensure compliance with funder's terms and conditions; this may include providing information for Researchfish in a timely manner. Liaise with the Departmental Finance Team as required.
- Be an active part of the Department of Engineering Science's project management group. Disseminating best practice and keeping up to date with new developments.
- Develop and maintain a good working knowledge of Intellectual Property and of University policy in this area and ensure that processes and procedures are in place to safeguard the University's position.
- Share expertise on Project Management with others. For example, by dissemination in public talks, and mentoring.
- Any other duties commensurate with the post.

Selection criteria

Essential selection criteria

- Educated to degree level (preferably in biomedical/image analysis/medical research or an allied field) or equivalent experience.
- Experience of administration or project management in a research environment, public sector environment or other large complex organization.
- Proven financial aptitude with a high level of attention to detail and the ability to produce clear and concise financial/research reports.
- An understanding of research governance (e.g. data protection) or research integrity (e.g. open access) such as ethics and data protection.

- Excellent oral, written communication and presentation skills.
- Good inter-personal skills, including the ability to use tact and discretion to build effective and cooperative working relationships with colleagues at all levels.
- Excellent IT skills, including good working knowledge of Microsoft Office Suite applications and database software
- Highly organized with the ability to prioritize work and produce consistent accurate, detailed work and meet deadlines.

Desirable selection criteria

- Hold a relevant DPhil/PhD or research experience and a strong understanding of how a research teams operate, including the ability to support grant writing and effectively report on research findings.
- Previous experience of working in an engineering, medical, research or a scientific environment
- Knowledge and/or experience of contracts in a research environment.
- Prior knowledge of the financial systems used within the University of Oxford (e.g. Oracle)
- Experience of the administration of European Commission and/or Research Council grants

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>

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.

Engineering Science Department

Engineering teaching and research takes place at Oxford in a unified Department of Engineering Science whose academic staff are committed to a common engineering foundation as well as to advanced work in their own specialties, which include most branches of the subject. We have especially strong links with computer science, materials science, and medicine. The Department employs 140 academic staff and has around 770 research students, 700 undergraduates and 200 researchers at any one time. Our research and education activities are supported by over 230 Professional and Technical staff.

Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £73m, of which research grant income is approximately £34m. Research activities fall into 8 broad headings, though there is much interdisciplinary research in practice: Information Engineering (Robotics, Computer Vision and Machine Learning); Control; Thermofluids; Materials and Mechanics; Civil and Offshore; Electrical and Optoelectronic; Chemical and Process; and Biomedical.

Research Excellence

The results of the seven-yearly UK-wide assessment of university research, REF2021, published on 12th May 2022, demonstrate that the University of Oxford made the highest volume of world-leading research submissions. The Department of Engineering Science had 71% of submissions which met the requirements for the highest grading of 4*(research that is world-leading in terms of originality, significance, and rigour).

Teaching

Each year 170-180 new undergraduates start the 4-year course leading to the MEng degree in Engineering Science. The course is accredited at MEng level by the major engineering institutions. The syllabus has a common core extending through the first two years, with specialist options introduced in the third year, and the fourth year offering further specialist material and a major project.

Working for the Department

The Department of Engineering Science is a diverse, inventive, and dynamic place to work. There are many benefits to working for the University of Oxford, including flexible working arrangements, competitive benefits including a contributory salary scheme, travel discounts, and attractive family policies, as well as many training and self-development opportunities and a wealth of support for mental health and work-life balance.

The Department holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. We have an active Equality and Diversity Committee who evaluate our position and help formulate plans to take us forward.

Researchers are supported via training, a researcher committee, regular events, career development support and opportunities to develop science communication and other useful skills. We have a well-established and active Women in Engineering network which fosters a supportive community for women engineers across various disciplines, organizes engaging and inspiring events for all.

Further information about the Department is available at www.eng.ox.ac.uk/about/.

The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. We have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

How to apply

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.

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@eng.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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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 website 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 dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation 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.