



## Job Description

Nuffield Department of Primary Care Health Sciences

<b>Job title</b>	Senior Project Manager (maternity cover)
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Primary Care Health Sciences
<b>Location</b>	Radcliffe Primary Care Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Grade 8: £41,526 - £49,553 per annum (with a discretionary range up to £54,131 per annum)
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (1 year, maternity leave cover)
<b>Reporting to</b>	Prof Simon de Lusignan, Professor of Primary Care and Clinical Informatics
<b>Vacancy reference</b>	BZ20068

<b>Research topic</b>	Clinical Informatics
<b>Principal Investigator / supervisor</b>	Prof Simon de Lusignan
<b>Project team</b>	Clinical Informatics and Health Outcomes Research Group
<b>Project web site</b>	<a href="http://www.ox.ac.uk/">www.ox.ac.uk/</a> <a href="https://www.phc.ox.ac.uk/research/clinical-informatics-and-health-outcomes">https://www.phc.ox.ac.uk/research/clinical-informatics-and-health-outcomes</a>

## The role

The Clinical Informatics and Health Outcomes Research Group is a multi-partner, national and international initiative with a research portfolio of over £7 million. The team is looking to recruit a Senior Project Manager who will play a key part in its day-to-day running using Agile Management, managing the portfolio of funded research projects including the operational management of the research group, with particular focus on the data team activities. Knowledge of primary care research and relevant datasets and permissions is highly desirable. The SPM will also need to be able to work and manage multi-skilled teams including IT technicians, Analysts, Business Intelligence, Information Governance, Clinicians, Clinical Scientists, and Practice Liaison Officers.



The research team, led by Prof Simon de Lusignan, has been involved in a wide range of projects over the last 15 years, focusing on how to measure quality and health outcomes from routine data, quality improvement and technology trials, integrating the use of the computer into the clinical consultation, and the surveillance of infectious diseases using routine data.

You will liaise, communicate and build relationships with senior colleagues including senior staff in the University, national and international collaborators, the pharmaceutical industry, regulatory bodies and NHS trusts. You will be required to attend key department meetings and to represent the research team at external meetings.

The post holder will have a very diverse network of contacts at all academic and professional levels within the organisation and with external collaborators.

### **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 28 February 2022 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**

- Provide leadership and mentorship to the project team, giving expert advice and project management support. Train, mentor and supervise staff.
- Work with and manage multi-skilled teams including IT technicians / System Analysts / Business Intelligence / Information Governance
- Manage and monitor research resources and substantial budgets, making sure resources are used in the most efficient way.
- Lead and coordinate the team by chairing regular client and internal project team meetings.
- Promote the research group locally and nationally, disseminating research outcomes to advance specialist knowledge, representing the research group at external meetings/seminars and liaising with sponsors, stakeholders, national agencies, and professional bodies.
- Contribute to the strategic direction and set standards for the work of the wider group.
- Support the University's legal activities through liaison with the Research Office in the negotiation, drafting and conclusion of contracts, amendments to Grant Agreements, Confidentiality Agreements, Material Transfer Agreements, addition/termination of beneficiaries, and any other legal issue related to the project.
- Ensure the client and the business have clarity on project status and progress, and that all parties involved in a study hold a clear understanding of and are in agreement with their responsibilities in the conduct of a study
- Maintain an exceptional working knowledge of, and ensure compliance with, UK law, GCP and DSP Toolkit – where relevant research information and clinical governance policies, clinical trial requirements (FDA), and applicable regulatory and legal

requirements. Assist with the development, review and maintenance of Quality management systems including SOPs and work instructions

- Oversee the production and/or collation of all documentation for ethical committee submission, regulatory submission, grant applications and publications, including all required study-related documentation, including the maintenance of the site master file and subsequent archiving of documentation in accordance with best practice
- Responsible for project management (overview, direction, timelines, output, financial tracking, study scheduling and resource allocation) of entire portfolio of the research team.
- Proactively identify, manage and monitor project risks, issues and assumptions
- Manage concurrent and overlapping projects simultaneously
- Be responsible for the quality and integrity of all documents, data and reports generated in the course of the study through overseeing, monitoring and quality control procedures to ensure compliance with UK law and appropriate regulatory requirements
- Manage grant applications, pulling together all relevant information from parties and managing the associated resources
- Be a member of departmental committees advising on scientific and management matters for the department

All staff are expected to:

- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.
- Help maintain a safe working environment by attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand, and following local codes of safe working practices and the University Health and Safety Policy.

## **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## **Selection criteria**

## **Essential selection criteria**

- Hold a relevant PhD/DPhil with significant post-qualification research experience, or have equivalent vocational experience, including leadership experience and demonstrable professional development.
- Significant experience of strategic communications planning, strategic thinking and leadership, with skills in influencing, persuasion and negotiation.
- Ability to work with and manage multi-skilled IT teams including IT technicians, System Analysts, Business Intelligence and Information Governance
- Experience of supporting a variety of internal and external research projects and managing research budgets.
- Ability to lead and motivate a team of research staff
- Experience in primary care research and technical roles associated with clinical informatics in the UK, and the primary care and secondary datasets supporting this work.
- Experience of managing multiple (competing) priorities and timelines. Strong problem solving and decision making skills.
- Experience of developing innovative solutions and practical implementation for strategic change.
- Working knowledge of Good Clinical Practice guidelines (ICH GC P) and the European Clinical Trial Directive and UK legislation.
- Strong numeracy, literacy and written skills
- Willingness to travel to client sites

## **Desirable selection criteria**

- Willingness to undertake continuous professional development (CPD) to remain up to date with developments and changes in legislation and regulations in the area of clinical studies
- Experience providing academic supervision
- Familiar with Research Services processes, from research contracts to finance in pre and post award.

## **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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-

outs, with more than 130 companies created to date. 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).

## **Nuffield Department of Primary Care Health Science**

The top ranked centre for academic primary care in the UK, we lead world-class research and training to rethink the way healthcare is delivered in general practice and other primary care settings, both across the UK and globally. Integrating evidence and innovation, our main research focus is on the prevention, early diagnosis and management of common illness.

Our research is led by internationally renowned scientists; many of whom are practising GPs, but we also have academics from a range of non-medical disciplines including the social sciences and humanities. We cover the broad range of issues that you might expect to consult your GP about including cardiovascular and metabolic disease, infectious diseases and childhood illness, diet, smoking and cancer. We also focus on understanding and improving the experiences of patients, utilising big data, developing digital health interventions and working internationally. We have methodological expertise in clinical decision making and diagnostics, clinical epidemiology, medical statistics, modelling, qualitative research and the wider application of social science theory and methods to address practical and theoretical challenges in health and care settings. We also have a dedicated in-house Primary Care Clinical Trials Unit.

The department was established in October 1998 (as the Department of Primary Health Care) with the appointment of a foundation chair in general practice. We provide a strong multi-disciplinary training environment, a full programme of academic support and good IT facilities. Our ability to collaborate with other epidemiological and community-based research groups across the University and with GP surgeries locally and nationally enables us to utilise a broad range of relevant expertise into our teaching and research.

The department has recently developed a new stream of clinical research which seeks to improve the conceptual understanding and use of monitoring in a number of chronic diseases. We have an international reputation for developing research methodologies to ensure that research findings have a positive impact on clinical practice.

We are home to the Oxford Centre for Evidence-Based Medicine; the international Cochrane Tobacco Addiction Group which collates and summarises research evidence from across the world to underpin governmental health policies on smoking; the Interdisciplinary Research in Health Sciences research group (which uses both quantitative and qualitative methods to examine the human, organisational and societal issues relating to the delivery of healthcare and the improvement of health services) and the Health Experiences Research Group (HERG), which undertakes qualitative research into the patient experience including the Healthtalk research programme [www.healthtalkonline.org](http://www.healthtalkonline.org) through a close working experience with the charity DIPEX. The Department is a founding member of the National Institute for Health Research (NIHR) School of Primary Care Research, houses both the NIHR Collaboration for Leadership in Applied Health Research and Care Oxford and the NIHR Community Healthcare MedTech and In Vitro Diagnostics Co-operative, and leads 3 Themes of the Oxford BRC.

The Nuffield Department of Primary Care Health Sciences holds a departmental Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

Our staff are mostly located in the superbly renovated Grade II listed Radcliffe Primary Care Building on the Radcliffe Observatory Quarter (ROQ), the University's most prestigious development site for a generation, and close to the city centre (see <http://www.ox.ac.uk/roq/> for more information). Some staff are located nearby in the Gibson Building at the ROQ and some clinical teachers are based at the Old Road Campus.

Car parking is very restricted at both sites with only a small percentage of staff being granted an annual parking permit. Bus Pass, Train Pass, bicycle loans and Season Ticket Loan Schemes are all in operation for staff.

For more information on the department please visit: <http://www.phc.ox.ac.uk>

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## Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: <http://www.medsci.ox.ac.uk/>

## How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

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. Please provide details of two referees and indicate whether we can contact them now.

You will also 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.

If you are applying for a research post and you have had periods of working part-time, please indicate this on your CV or in your supporting statement. This will ensure that any outputs such as publications are fairly judged when considered alongside the expected outputs of full-time workers.

Where posts are advertised full-time, we **may** be able to consider part-time working or job share arrangements depending on the requirements of the role. If you want to work part-time and this option is not expressly stated in the advert or job information, please email [hr@phc.ox.ac.uk](mailto:hr@phc.ox.ac.uk) to enquire whether the role you are applying for might be available on a part-time basis.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement. Incomplete or late applications will not be considered.

Only in exceptional circumstances and with prior agreement can we consider applications submitted via methods other than the on-line recruitment system.

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails. **We contact all candidates, whether shortlisted for interview or not, so if you have not heard from us, please check your spam/junk folder and then contact us if you have not received a response.**

#### **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).*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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 e-recruitment system 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: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University's Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

There is no normal or fixed age at which staff in posts at **grades 1–7** 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### 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 [www.welcome.ox.ac.uk](http://www.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 [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### 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 My Family Care, 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### Childcare

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 [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

### 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 [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

### 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 [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/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](http://www.newcomers.ox.ac.uk).