Summary

Job title	Casual Research Assistant: SMILE Bioresource
Division	Medical Sciences
Department	Psychiatry
Location	Department of Psychiatry, Warneford Hospital
Grade and salary	Grade 6: £17.03 per hour
Hours	Full time (37.5 hours per week) or Part time (minimum 20 hours per week) considered.
Contract type	Casual for 12 weeks
Reporting to	Dr Julie Bieles

The role

The NIHR Mental Health Translational Research Collaboration (MH-TRC) brings together world-leading research expertise and infrastructure funded by the NIHR and located in the major universities and NHS Trusts across the UK to accelerate translation of discoveries in mental health research into clinical practice. It currently involves nine of the NIHR's Biomedical Research Centres (BRC)/ Clinical Research Facilities (CRF) and several additional centres of excellence across England, Scotland, Wales and Northern Ireland. The vision of the MH-TRC is to engage in world class translational research in partnership with academics, the life sciences industry, and charities, and to develop the foundations for improved mental health.

The MH-TRC is currently setting up the Severe Mental Illness Longitudinal Evaluation (SMILE) Bioresource cohort. This will become the latest National Programme cohort in the NIHR Bioresource. SMILE will be complementary to the existing NIHR Mental Health Bioresource cohorts, including mental health cohorts such as GLAD and EDGI. The SMILE cohort is a collaborative effort between NIHR Oxford Health Biomedical Research Centre (BRC), NIHR Maudsley BRC, Cardiff University and the University of Birmingham, with NIHR Oxford Health BRC the administrative lead.

The MH-TRC wishes to appoint a temporary research assistant to support the early set-up of the SMILE Bioresource cohort.

This opportunity would suit a researcher interested in learning about research administration/project management or post-doc, or a recently completed PhD student with experience in clinical trials.

For an informal discussion or to find out more about the position please contact: Dr Julie Bieles (Julie.bieles@psych.ox.ac.uk).

Responsibilities

Responsibilities will include:

- Contribute to the writing of research materials, protocol, patient facing literature (based on existing templates from other cohorts.
- Liaise with other centres on data management, ToRs and ethics
- Contribute to drafting applications for regulatory approvals
- Develop and maintain excellent communication with the PI, Data Manager, NIHR BioResource, R&I offices and NHS trusts.
- Arrange, and attend, management meetings, which may include preparing paperwork for and minuting of meetings
- Devising and implementing office administrative systems and procedures.

Selection criteria
Essential selection criteria

Essential selection criteria

- Hold a degree, or equivalent qualification, in a biomedical discipline
- Research administration experience and evidence of delivering project outputs
- Experience of protocol development and preparation of patient leaflets.
- A high level of competence in IT and especially in spreadsheet, database, and relevant scientific, management and presentational software
- An excellent standard of written and communication skills
- Excellent presentational skills
- Excellent interpersonal, team working and networking skills
- Ability to work proactively, multi-tasking and prioritising with minimal guidance and supervision to meet deadlines, and changing priorities,
- An ability to work with care and precision and with meticulous attention to detail
- Self-motivated, resourceful and proactive
- Able to work across multiple sites to drive a national research initiative

Desirable selection criteria

- Experience of working with academic research collaborations, commercial partners, and/or research funders
- Experience of working with large cohorts and bioresource
- Experience of working in either a higher education or research institution, a large research funder or a biomedical or other research active company in the private sector
- Proven experience of research facilitation and research management
- Experience of strategic research management across large and complex organisations
- Prior involvement with mental health research   .

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.

Department of Psychiatry

The Department of Psychiatry based on the Warneford Hospital site in Oxford has an international reputation for excellence. The Head of Department is Professor Belinda Lennox. The Department has a substantial research programme, with major funding from Medical Research Council (MRC), Wellcome Trust and National Institute for Health Research (NIHR) and provides highly rated medical training in psychiatry. There are approximately 250 staff including 41 principal investigators leading research groups investigating applying a wide range of approaches from translational neuroscience, experimental medicine, epidemiology, clinical trials and health services research to developmental disorders, mood disorders, cognitive disorders and self-harm and suicide.   There are strong links with other departments and institutes both within and outside Oxford: these links ensure that we can apply the best scientific methods to psychiatric and cognitive disorders. The Department has an annual turnover of over £10 million with more than 130 research grants.

For more information please visit: http://www.psych.ox.ac.uk

The Department of Psychiatry holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Medical Sciences Division

For more information please visit: https://www.medsci.ox.ac.uk/

How to apply

Application is by CV and covering letter detailing how you meet the selection criteria – please send these to vacancies@psych.ox.ac.uk by 9.00 am on 17th May Please provide details of two referees.

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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** of 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.