Job Description

Job Title: Research Administrator - Thailand

Salary Grade: University Grade 8: £36,532 - £43,622 per annum, with a discretionary scale to £47,666

Location: Bangkok, Thailand

Responsible to: Director of the Thailand Programme, Professor Nick Day

Tenure: Three years in the first instance

Hours: Full-time

Background

The Wellcome Trust-Mahidol University-Oxford Tropical Medicine Research Programme conducts research on infectious diseases in tropical countries. The main focus of work is in malaria, melioidosis, rickettsial diseases, leptospirosis, influenza, and maternal and childhood infections. The Programme also has a strong and long-standing interest in clinical pharmacology.

The Programme’s headquarters are based at the Mahidol Oxford Research Unit (MORU) within the Faculty of Tropical Medicine, Mahidol University, Bangkok, Thailand. Research is conducted in Bangkok, at the Shoklo Malaria Research Unit on the Thai-Myanmar border, at hospitals in Udon Thani and Ubon Ratchathani, at Mahosot Hospital in Laos, and at collaborative research sites throughout Asia and Africa.

The Thailand Programme has grown and evolved substantially over the past 30 years. Its core funding is provided by the Wellcome Trust but an increasingly diverse range of international funders, including the Trust, support individual research projects. The current grant portfolio is worth about £30M. Research administration has grown increasingly complex, creating additional administrative demands on the Programme, and also our host institution, the Faculty of Tropical Medicine, Mahidol University.

We are strengthening our strategic planning and research administration across the Programme (and also in the Faculty of Tropical Medicine, Mahidol University) and have created the new post of research administrator. This senior administrator will head a new sub-department within administration, working closely with the finance department and senior scientific management staff.
Responsibilities and duties of the post-holder

The research administrator will manage a team of two assistant administrators and will report to the Programme’s Head of Operations. This latter post is currently vacant and in the interim the post-holder will report to the Programme Director.

The post-holder will work closely with the Chief Finance Officer (CFO), and alongside the Resource Mobilisation Officer (RMO) who manages fund raising activities, and with the Clinical Trials Coordinator. S/he will also work closely with academics on their research management requirements.

Key Duties

- **Budget Planning** Work with the senior management team in consultation with the CFO and the RMO, to identify gaps in funding which need to be filled to achieve the scientific and capacity-building aims of the Programme. The research administrator will coordinate budget planning, ensuring seamless integration of the budgets for individual grants with the long-term financial plans for the Programme’s activities in Thailand, Lao PDR and beyond;

- **Management Committee** Sit on the senior management committee, providing advice on and contributing to the administrative aspects of running the Programme;

- **Sponsor Relations** Assist the Director and other senior scientific staff to liaise on administrative and financial matters with the Wellcome Trust, other funders, and with the University of Oxford;

- **Research Administration** Support academics with the administrative aspects of their research as required, particularly large research projects. Liaising with operational specialists such as accountants and contracts advisors to ensure the infrastructure is in place to support each project and meet the needs of the project funders. The research administrator will ensure that the use of grant funds is optimised within the funders’ rules.

- **Mahidol University Grants Administration** Work closely with the Faculty’s Finance Department, to increase the Faculty’s grant management capacity in line with the Programme’s own grant management development;

- **Grant Applications** Work with academics and the RMO on grants applications, advising on financial and employment aspects, grant conditions and requirements of the funding agencies, and the overall ‘fit’ of the proposal with the funding agencies aims and priorities;

- **Oxford Liaison** Liaise with the Centre for Tropical Medicine administration on all applications made through Oxford University, as well as on any issues that will have an impact on Oxford University staff or insurance policies;
• **Wellcome Trust Liaison** Liaise with the Wellcome Trust on all proposed new, externally-funded projects to ensure that the Wellcome Trust’s sign-off is obtained;

• **Post-award Research Administration** Administer all active grants, liaising with the lead academics on scientific reporting and end of grant reports. Support the CFO to liaise with collaborators and funders about financial requirements to facilitate timely and appropriate reporting;

• **Collaborative Arrangements** Establish arrangements for the transfer of funds to collaborators which ensure that the use of the funds and the expectations of the work are clearly communicated. These will be tailored to the individual project and may include provisions for sharing data, sharing samples, publishing and so on;

• **Line Management** Manage two locally-employed administrative staff who will support academics with the ongoing management of their research projects and facilitate compliance with funder terms and conditions;

• Take on new duties within the expectations of this grade as agreed from time to time with the Head of Operations.

**Person Specification**

**Essential Criteria:**

- Educated to degree level in a relevant scientific discipline or management field;

- Experience of working with research funders and an understanding of their policies and practices

- A strong understanding of the issues around managing medical research

- Extensive experience of working with budgets within a relevant context

- The proven ability to produce high quality written documents

**Desirable Criteria:**

- Experience of conducting academic research

- Significant contributions to successful grant applications

- Understanding and empathy with different cultures and operating systems
**Application Process**

We would be pleased to answer questions about this post addressed to [line manager email address]

Completed applications should be sent to the Senior Personnel Officer, Centre for Clinical Vaccinology & Tropical Medicine, Churchill Hospital, Old Road, Oxford OX3 7LJ or e-mail to tropical-personnel@ndm.ox.ac.uk. Please quote the reference B9-09-008-CM. The closing date for applications is Friday 25 September 2009.