Director Clinical Lead

Reports To: Clinical Operations Head.

Location: Office based in Oxford.

Main purpose of job:
To take responsibility for leading the set-up of assigned Clinical Studies/Programme/s to successful delivery of Vaccitech Limited (Vaccitech) outcomes through key development milestones according to corporate strategy. Financial management of assigned Clinical Studies/Programme/s within budget and to expected quality in accordance with Vaccitech best practice and policy.

Key responsibilities include:

Delivery:

- Input into setting of Clinical Programme goals for corporate objectives.
- Direct, plan, manage and drive Clinical Studies/Programme/s from feasibility, synopsis and protocol development, CRO selection through to execution including key milestones, focusing on time, cost, risk & quality.
- Ownership of:
    - Clinical studies/programme/s financial management.
    - Clinical studies/programme/s level Gantt/Timeline.
    - Clinical Study Plans.
    - Clinical Programme stakeholder updates including presentations.
    - Clinical input into Programme Team meetings.
    - Partner meetings as required.
    - Clinical Study level Risk Assessment Plan .
- Driving the timelines to achieve Clinical Programme objectives in line with corporate objectives and needs.
- Ensure Clinical Studies/ Programmes are managed well by supervising (guiding, directing, etc) the Clinical Study team in developing the Clinical timeline, securing internal and external resources, tracking progress against plan, monitoring and managing Clinical Programme risks, and managing any scope changes to the programme.
- Represent the Clinical Department on behalf of Vaccitech, as and when required, when dealing with external stakeholders.
- Interfacing, influencing and communicating with key stakeholders, including regulatory, and manufacturing departments to ensure Clinical Studies are managed effectively and efficiently and executed according to clinical and company timelines.
- Partner with Programme Manager to ensure Clinical Development plans are adequately resourced; consider internal and external options, monitor variances & analyse impacts, formulate options, develop contingency plans etc.
- Input into programme team meetings for assigned Clinical Studies/Programme/s.
- Provide accurate and complete Clinical Studies/Programme/s information, including regular updates as required. Maintain related systems and ensure accuracy.

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- Support the set-up and attend scientific advisory board meetings to support clinical development strategy.
- Timely preparation of high quality internal/external clinical documentation used for programme reviews and/or regulatory interactions.
- Contribute to design, development, improvement or redesign of Clinical processes.
- Act as back-up for, and provide support to, Clinical Study Managers as needed and depending on priorities.

Financial:

- Accountable for the Clinical Studies/Programme budget.
- Responsible for developing/managing Clinical Studies/Programme/s budgets in conjunction with Head of Clinical Operations and Programme Manager.
- Detailed management of the agreed budget, reporting on any deviations and exceptions.

Risk:

- Ownership of Clinical Assessment Risk log for assigned Clinical Studies/ Programme/s.
- Risk identification and ongoing mitigation to ensure risks are identified to prevent issues.

Quality:

- Accountability for Clinical Quality Plans including internal and external audits.
- Works within Clinical Team to establish quality plans across all studies and programme/s.

Management

- Line management of clinical team members.

Qualifications and/or experience required to perform the role

- Undergraduate Degree with a minimum of 10 years Clinical Development / Operational experience in the pharmaceutical or biotechnology field.
- Post graduate qualification an advantage.
- Clinical Programme Management / Programme Leadership experience reflecting a track record of Clinical Programme delivery generating significant value to an organisation in the pharmaceutical or biotechnology field.
- Demonstration of a comprehensive understanding of vaccine or biologic development process would be an advantage.

- Expertise in the development of virology, vaccines, or oncology products is required. ln addition, direct Clinical Programme Management / Clinical Operations experience of early stage Phase l/ll clinical trials will be an advantage.

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- Excellent Clinical Programme Management skills - good working knowledge of programme management software including MS Project and Excel.
- Demonstrated ability to line manage effectively.
- Personal credibility - personal impact, knowledge, ability to understand and respond to clinical programme and business requirements, ability to challenge as appropriate without causing undue confrontation.
- Takes accountability: - "Can do" attitude with strong focus and commitment to delivering.
- Personal integrity and professionalism; open and straight forward style.
- Excellent leadership skills - able to inspire and lead others to exceed their potential without needing line management authority.
- Excellent interpersonal skills - strong cross-functional influencing, negotiating and teamworking skills. A collaborative manner is essential.
- A logical as well as creative thinker with good attention to detail.
- Able to make strategic as well as tactical decisions.
- A highly effective communicator, both orally and in writing.

Please, include a CV and covering letter outlining your suitability for the role in your application.