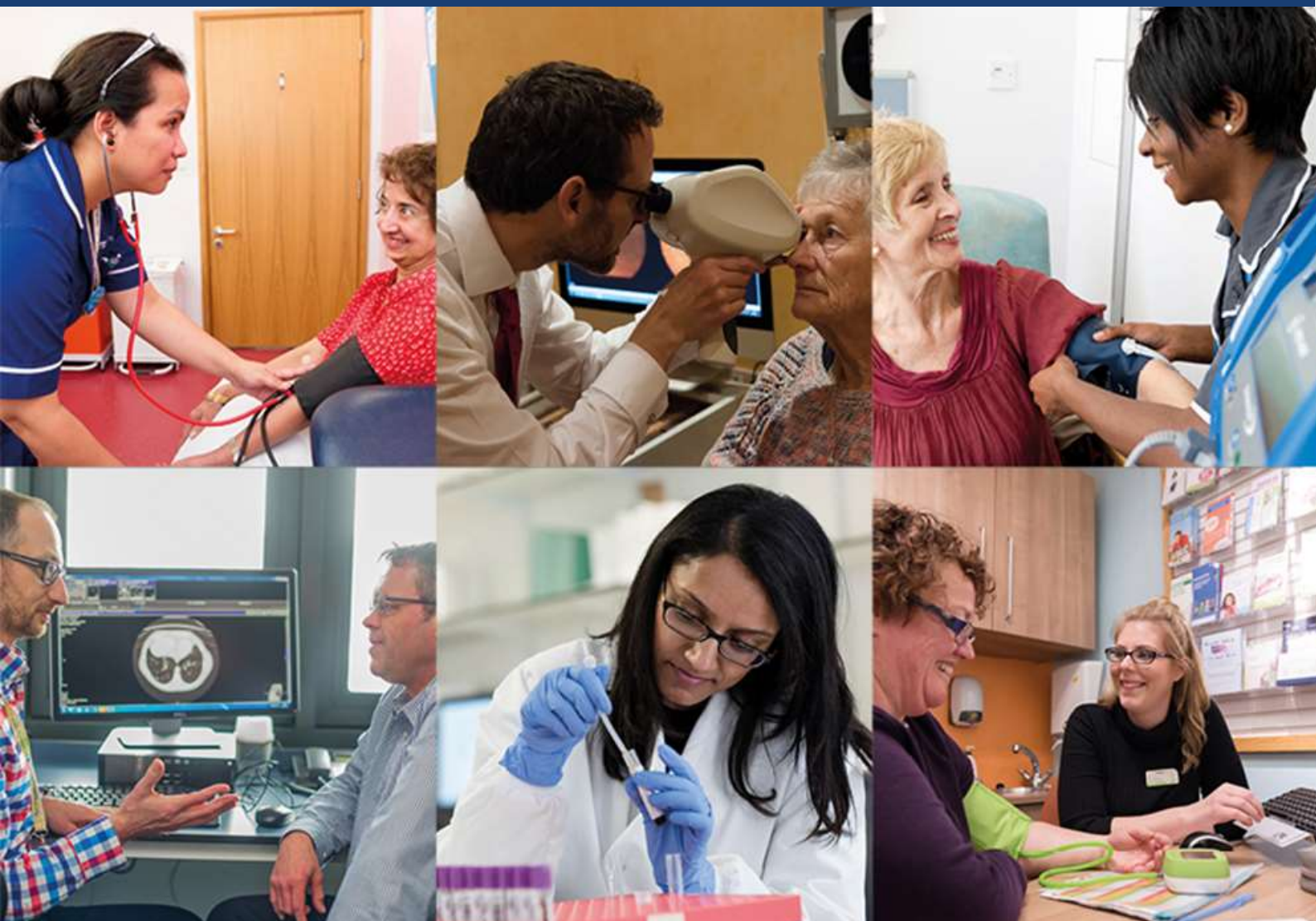


CANDIDATE BRIEF

Project Manager, NIHR Clinical Research Network Coordinating Centre



Salary: Grade 8 £40,792 - £48,677 p.a.

Reference: MHNCC1173

Closing date: 19 June 2019. Interviews will be held on Wednesday 26 or Thursday 27 June 2019.

Fixed-term full time until 31 March 2020. Flexible working will be considered.

Project Manager

NIHR Clinical Research Network Coordinating Centre

Are you a Project Manager with a can do attitude who can help translate a vision into reality? Do you possess leadership qualities and the ability to work with diverse groups of people in order to deliver results that make a difference? Are you able to think and plan clearly, seeking out the best way forward and motivating others to work effectively as a team across multiple organisations?

An exciting opportunity has arisen to join a highly motivated and innovative team at the NIHR Clinical Research Network's National Coordinating Centre.

We are looking to build our NIHR Digital Office to support continued delivery of the 2017 cross-NIHR Digital Strategy and to support a number of business critical projects to the end of March 2020.

NATIONAL INSTITUTE FOR HEALTH RESEARCH

The NIHR Clinical Research Network is a key element of the National Institute for Health Research, which is funded through the Department of Health and Social Care to improve the health and wealth of the nation through research. The NIHR is a large, multi-faceted and nationally distributed organisation. Together, NIHR people, facilities and systems represent the most integrated clinical research system in the world, driving research from bench to bedside for the benefit of patients and the economy.

Since its establishment, the NIHR has transformed research in the NHS and social care. It has increased the volume of applied health and care research for the benefit of patients and the public, driven faster translation of basic science discoveries into tangible benefits for patients and the economy, and developed and supported the people who conduct and contribute to applied health research.

Further information on the National Institute for Health Research can be found at: www.nihr.ac.uk



The post involves close, day-to-day working with a wide range of individuals and organisations, including very senior staff and strong, flexible and dynamic working relationships are critically important.

You will have responsibility for developing and implementing robust project governance, planning and management arrangements, and for ensuring that projects meet delivery targets in line with NIHR strategic objectives.

You will also be responsible for the management of project and delivery teams, and for driving and coordinating the involvement of external organisations and stakeholders in project governance and delivery, working at a national level.

As Project Manager, you will directly assist the Head of the NIHR Digital Office across a range of Project Management responsibilities, and play a central role in the development, application and continuous improvement of digital delivery within the NIHR.

What does the role entail?

As a Project Manager your main duties will include:

- Managing and supporting the Head of the Digital Office with overseeing the successful delivery of Phase 2 of the NIHR and working across the NIHR to ensure appropriate governance frameworks are adhered to.
- Leading and managing a number of NIHR strategic digital developments, through the project lifecycle from start-up and feasibility work through to completion. For major projects this will include establishing project governance arrangements, production of appropriate documentation and close working with stakeholders.
- Managing the successful delivery of projects to meet their objectives, delivering on time, to quality standards and within their agreed budget using project toolkits appropriately.
- Producing regular written update reports for senior stakeholders and project boards as required including project reports. Writing other documents and reports as required.
- Building and maintaining strong, flexible, dynamic and effective working relationships with multiple stakeholders across the NIHR, including Director and Senior Management Team level.



- Convening and leading internal and external meetings, both strategic and operational, including senior national meetings, and ensuring the effective administration of these meetings.
- Assisting in the recruitment, management and deployment of project staff, and motivating, supporting and developing project teams to ensure successful completion of objectives. Project Teams typically include staff from external organisations.
- Managing Assistant Project Managers, administrative and other staff as required, including recruitment and selection of new staff, implementation of University of Leeds' Staff Review and Development Scheme processes (including follow up actions) and on-going staff training, support and professional development.
- Actively promoting the objectives of the University of Leeds People Management Framework which has been designed to ensure best practice in people management and staff engagement.

(http://hr.leeds.ac.uk/info/61/managing_organisational_performance/230/the_people_management_framework_pmf)

- Providing project management coaching, consultancy and mentoring to other colleagues in the NIHR on an ad-hoc basis.
- Demonstrating the capabilities in the University leadership and management standard ensuring that appropriate training is identified and undertaken to enable you (and any leaders and managers you have responsibility for) to achieve this.
- Championing best management practice through personal example and leadership and continuously develop high quality management and project delivery skills to meet present and future business needs.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Project Manager you will have:

- A relevant degree or a professional management qualification, or equivalent experience within the Project Management field



- A PRINCE2 Practitioner qualification or equivalent qualification / experience
- Proven project management experience on medium to large scale projects including complex, interdependent programmes of work
- Strong diplomatic, influencing and negotiating skills with experience of working in an environment where there may be multiple priorities and conflicting views
- A supportive, proactive, results-orientated leadership style with demonstrable ability to effect change
- The ability to build, maintain and develop flexible working relationships inside and outside the NIHR
- Excellent communication, interpersonal and presentation skills including writing clear, concise and reliable reports
- Excellent self-management skills, including ability to deliver and work to deadlines, high motivation, efficiency, responsiveness, determination and resilience, ability to work flexibly and manage competing priorities
- Experience of managing staff, including those not under direct line management authority and in advancing the team's professional development
- Experience in understanding the impacts of and management of change
- Be available and willing to travel frequently within the UK

You may also have:

- An understanding of the NHS and clinical research and of government health research strategy
- Expertise and experience in continuous improvement and PMO skills
- Experience of delivery of digital projects

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Nicola Yallup, NIHR Digital Programme Manager

Tel: +44 (0)113 343 2682

Email: nicola.yallup@nihr.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [NIHR Clinical Research Network](#)

Find out more about [Athena Swan the Faculty of Medicine and Health](#)

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

You can find out more about required checks and declarations in our [Criminal Records](#) information page.

