NIHR | National Institute for Health Research

CANDIDATE BRIEF

Assistant Project Manager, NIHR Clinical Research Network Coordinating Centre

Salary: Grade 7 (£33,199 – £39,609 p.a.)

Reference: MHNCC1175

Closing date: 15 July 2019

Fixed-term until 31 March 2022

Assistant Project Manager

NIHR Clinical Research Network Coordinating Centre

Are you keen to work in a fast paced and innovative environment? Do you have a track record of successfully delivering projects? Do you have excellent communication skills and are able to influence at all levels?

As an Assistant Project Manager you will be based within Corporate Planning and Programmes function in the Corporate Operations Directorate and work alongside a designated Project Manager on a portfolio of medium sized projects which support Clinical Research in the NHS.

You will actively support the project lead and other members of the wider Corporate Planning and Programmes function and will deal proactively and positively with people at all levels across the NIHR CRN, the wider University and externally, including Director level.

Qualified to Prince 2 level, you will work proactively, with minimal supervision and possess high standards of accuracy and numeracy. Strong analytical skills, experience of delivering projects and strong organisational and time management skills will support you will in this role.

What does the role entail?

As an Assistant Project Manager your main duties will include:

- Creating business project plans, monitoring and updating them throughout the life of the project.

- Identifying and prioritising project tasks, determining dependencies, estimating future requirements and managing conflicts as they arise. You will ensure that the project delivers on time, to budget and to the required quality standard – highlighting any problems to the Project Manager where relevant.

- Setting up working groups including identifying appropriate membership, setting agendas, gaining buy-in of members and ensure delivery of project milestones.

- Utilising Prince 2 methodology and being responsible for compiling complex and detailed project-related management information and reports including expenditure overviews, highlights, end stage, end project, lessons learned and exceptions.

- Being responsible for preparing additional project management documentation including project initiation documents, quality plans, product breakdown structures, product descriptions and work packages.

- Monitoring project costs against budget including budget planning and making recommendations to resolve relevant financial issues whilst updating the Project Manager / Programme Board at regular intervals.

- Identifying and embedding project risk management including risk identification, analysis and monitoring within all projects ensuring effective communications of risks and priorities.

- Being responsible for identifying and monitoring project issues and ensuring appropriate ownership of activities are known, highlighting any concerns as necessary.

- Being responsible for the 'Configuration Management' and 'Change Control' of project products throughout the project lifecycle, and the project Quality Review process.

- Arranging and facilitating project meetings, user workshops, including the preparation and delivery of presentations and communications of actions and information.

- Managing project-related administration support including minute taking, regular project team meetings and also national committees and meetings.

- Supporting senior national leaders with the delivery and management of key project work streams and act as a project management subject matter expert for that leader.

- Ensuring active buy-in from project and working group members including matrix management of team members to achieve project goals.

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 an Assistant Project Manager you will have:

- GCSE level (grade C or above) Maths and English Language or equivalent qualification. Plus hold a Prince 2 Practitioner Level certification.

- The ability to work effectively under pressure and to tackle problems efficiently and professionally.

- Experience of delivering projects with limited supervision, within a formal project/programme management framework/environment.

- Experience of coordinating the delivery of projects.

- Experience of influencing and engaging senior stakeholders.

- Effective team player skills and be able to assume responsibility and leadership for individual projects.

- Effective organisational and time management skills with an ability to deliver work to deadlines and to handle several projects simultaneously.

- Excellent communication and interpersonal skills with the ability to present work to a group and in report format.

- A proven track record in servicing groups and committees, including organising meetings, drafting text, producing minutes and following up action points.

- Attention to detail, high standards of accuracy, numerate with strong analytical skills and experience of preparing management reports.

- Excellent IT skills with proven experience of using the Microsoft Office suite (Word, Excel, Access, Outlook and PowerPoint), Microsoft Project.

- The availability to travel and stay away overnight within the UK when necessary.

You may also have:

- A degree of higher level qualification

- Experience of using the Google suite (eg Gmail, Google+, Google Sheets, Google Docs, Google Sites, Google Drive)

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:

Jane Wilcox, Project Manager
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Email: jane.wilcox@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.](mailto: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.