



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Manager, Imagining Technologies for Disability Futures (ITfDF), Wellcome Trust Collaborative Award in Humanities and Social Sciences (Medical Humanities),

School of English, Faculty of Arts, Humanities and Cultures



Salary: Grade 6 (£27,511 – £32,817 p.a. pro rata)

Reference: AHCEN1033

Closing date: 10 December 2019

Part time, 60% of full time

Fixed-term 1 January 2020 to 31 March 2024

It is likely that this position will be extended for a further period, subject to confirmation of funding

Project Manager, Imagining Technologies for Disability Futures (ITfDF), Wellcome Trust Collaborative Award in Humanities and Social Sciences (Medical Humanities) School of English, Faculty of Arts, Humanities and Cultures

Do you have the ability to provide high level administrative and project support? Are you well organised and able to manage your own time whilst working flexibly and pro-actively? Do you have excellent communication skills and the ability to maintain effective working relationships across different research locations?

The University of Leeds is inviting applications for a part time, 60% of full time Project Manager, funded by the Wellcome Trust, for a research project in Medical Humanities. The Project Manager will be based in the School of English and will have responsibility for overseeing the research team network, the other main partners of which are the universities of Sheffield, Dundee and Exeter.

Duties for the Project Manager will include liaising with other partner organizations (including non-academic partners) and with the Wellcome Trust; supporting travel activities, monitoring budgets and collating information for auditing; reporting to relevant authorities in the Wellcome Trust; maintaining the project website and social media accounts, contributing to and delivering other dissemination activities; and organizing meetings, ensuring in the process that deliverables are complied with and accurate records kept.

You will have a degree or equivalent experience, excellent organisational skills and experience, with the ability work to tight deadlines, and outstanding communication and presentation skills (including a high standard of written and spoken English). You will also have the ability to develop constructive and efficient working relationships with people at all levels within an organization, demonstrating an understanding of their pressures and perspectives, priorities and expectations. Ideally, you will also have familiarity with news, media, and research resources relating to Medical and Health Humanities research. It would be advantageous to have a commitment to interdisciplinary work and an interest in the theories and methods of one or more of the following fields: English, Cultural Studies, Art & Design, Philosophy, Engineering Science, or Robotics.



What does the role entail?

As a Project Manager, your main duties will include:

- Providing coordination and support on project activities, producing frameworks and timelines for progressing agreed project elements, drafting appropriate papers, taking responsibility for some actions and liaising with staff across project partnerships;
- Providing support for ITfDF activities and events and using initiative to publicise these to national and international medical humanities networks;
- Preparing files and providing documentation to assist with audits and annual reports; providing bespoke reports where necessary; liaising within appropriate offices in the Wellcome Trust;
- Co-ordinating travel arrangements and processing related purchases (flights, train tickets, conference fees etc.) and expenses claims for University of Leeds staff and, where appropriate, visitors;
- Creating and maintaining databases and paper files, e.g. travel and subsistence documentation, deliverables, and meetings;
- Initiating and maintaining contact with Leeds staff, students, Research Degrees Office, Scholarships Office, European Office, Research Support Unit, and Human Resources, and their equivalents at partner institutions—including Associated Partners—to ensure the smooth running of the project;
- Maintaining and overseeing the ITfDF website and social media accounts, including links to relevant news, resources, and media relating to medical humanities research;
- Preparing for, attending and providing minutes for network team and advisory board meetings as well as other ad hoc activities.

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:

- Degree or equivalent experience;
- Excellent organisational skills and experience, with the ability work to tight deadlines;



- Outstanding communication and presentation skills, including a high standard of written and spoken English;
- Strong interpersonal skills and demonstrable ability to collaborate as part of an international team;
- Excellent IT skills, with experience of using MS Office suite, including Outlook, Word, Excel and Access (or equivalent) packages in an office environment; experience of updating and maintaining websites as well as social media accounts;
- A proactive approach to work with the ability to work independently, with minimal supervision;
- Willingness to work flexibly, where necessary, to fulfil the needs of the research project, including travel;
- Ability to influence and negotiate effectively with others to achieve desired outcomes;
- Ability to use own initiative to prioritise, identify and resolve issues and find creative and practical solutions to problems;
- Excellent accuracy and attention to detail;
- Enthusiasm for and commitment to University-level research;
- Experience of collating and analysing basic data and delivering evaluation;
- A commitment to ongoing personal development.

You may also have:

- Previous administrative experience, in particular experience of:
 - i) Overseeing and implementing systems and processes, with the ability to identify and make improvements;
 - ii) Managing budgets;
 - iii) Building and maintaining network contacts;
 - iv) Setting up and maintaining systems for monitoring processes, to ensure that activities are completed on time.
- Familiarity with news, media, and research resources relating to medical humanities research;
- Interest in the theories and methods of one or more of the following fields: English, Cultural Studies, Art & Design, Philosophy, Engineering Science, or Robotics;



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:

Professor Stuart Murray

Tel: +44 (0)113 343 4744

Email: S.F.Murray@leeds.ac.uk

Additional information

Find out more about our Faculty and School at: <https://ahc.leeds.ac.uk>

Find out more about our [Research and associated facilities](#).

Find out more about our [Faculty initiatives](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is 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

Rehabilitation of Offenders Act 1974

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.



Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

