



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Manager for the Cancer Research UK Radiation Research Centre of Excellence (RadNet Leeds), Faculty of Medicine and Health



Salary: Grade 7 (£33,797 - £40,322 p.a.)

Reference: MHLRM1005

Closing date: 22 January 2020

Interviews are scheduled to take place on 27 February 2020

Fixed-term for three years

Leeds Institute of Medical Research

Do you have the skills and experience to support the evaluation, development, and implementation of innovative ideas and inventions in healthcare? Do you understand how research and innovation can benefit healthcare delivery for patients undergoing radiotherapy treatment for cancer?

As project manager you will provide project support to researchers in the Cancer Research UK Radiation Research Centre of Excellence (RadNet Leeds) based at St James's University Hospital. With evidence of strong project planning and project management skills, you will be responsible for managing complex healthcare innovation projects and coordinating activities with academics in Leeds and stakeholders in the Cancer Research UK Radiation Research Network (CRUK RadNet) . You will be a member of the Operational Management Team and will work across the local partner institutes in the School of Medicine and the Faculty of Engineering and Physical Sciences.

Through your knowledge and experience of healthcare and/or academic research and research funder environments you will have an excellent understanding of the research and governance policies and processes which are relevant to the University and NHS . You will also have significant experience of costing projects and direct experience of having provided research support in an oncology environment would be advantageous.

What does the role entail?

As Project Manager, your main duties will include:

- Managing the delivery of CRUK RadNet research projects, under the supervision of the Leeds RadNet Director, and coordinating information on project portfolios;
- Providing project management and governance support for theme leads;
- Proactively managing the development of high quality research proposals, providing hands-on support for researchers;
- Acting as the communications lead, ensuring that CRUK branding guidelines are met within RadNet Leeds ;
- Managing the CRUK RadNet PhD programme, this involves seeking new opportunities and partnerships;



- Working in partnership with stakeholders, including academics and research groups, and seeking new partnerships, including potential industrial partners, to identify opportunities for collaborative research and commercialisation;
- Acting as a deputy for the Leeds RadNet Theme Leads where appropriate;
- Traveling to conferences in the UK and Overseas with prior discussion and appropriate notice.
- Liaising with LTHT staff on recruitment

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.

You will report to Dr Ann Henry, Associate Professor in Clinical Oncology and Professor David Sebag-Montefiore, Professor in Clinical Oncology and Director of CRUK RadNet Leeds.

What will you bring to the role?

As Project Manager, you will have:

- Evidence of strong project management skills with excellent time management skills and the ability to prioritise and work pro-actively whilst taking full accountability;
- Expert understanding of research approval, NHS governance and ethical review processes for UK health research;
- Experience of dealing with financial management systems;
- Understanding of human resources processes;
- Experience of producing costings for projects and managing research budgets;
- Excellent communication skills with experience in developing newsletters, guidance for project teams, websites and social media plans;
- Excellent interpersonal skills, evidence of ability to work as an effective member of a multi-disciplinary team and experience of developing and working with networks;
- Experience of organising and facilitating high profile events including stakeholder workshops and/or sandpit style events;
- A demonstrable ability to negotiate research contracts with UK and international partners;
- A willingness to travel.



You may also have:

- Experience of NIHR and/or UKRI governance and reporting processes;
- Experience of invoicing and managing a departmental budget;
- Experience of public involvement and engagement activities;
- Knowledge of related regulatory issues in the UK healthcare industry.

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:

Dr Ann Henry
Associate Professor in Clinical Oncology
Tel: +44 (0)113 206 8586
Email: a.henry@leeds.ac.uk

Additional information

Find out more about the University of Leeds Radiotherapy Research Group
<https://medicinehealth.leeds.ac.uk/dir-record/research-groups/956/the-radiotherapy-research-group>

The other local partners within <https://www.leedsth.nhs.uk/> and the [School of Medicine](#) and the [Leeds Institute of Clinical Trials Research](#) (LICTR).

Find out more about the [Faculty of Engineering and Physical Sciences](#).

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



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.

