



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Manager - NIHR Surgical MedTech Cooperative

Faculty of Medicine and Health



Salary: Grade 7 (£33,797 - £40,322 per annum)

Reference: MHLMR1015

Closing date: 27 March 2020

Fixed term – to 31st December 2021

Project Manager - NIHR Surgical MedTech Cooperative

School of Medicine

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 innovation can benefit healthcare delivery for colorectal, hepatobiliary and vascular surgery?

As project manager you will provide innovation support to hospitals, universities, research organisations and private technology-based companies for the [NIHR Surgical MedTech Cooperative](#). 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 and stakeholders in the UK. You will be a member of the Management Team and Steering Committee and will work across the local partner institutes in the School of Medicine and the School of Mechanical Engineering.

Knowledge and experience of the healthcare and/or academic research and research funder environment is essential. You will also have experience in assisting with large scale funding bids or a detailed knowledge of how to put together successful bids.

What does the role entail?

As Project Manager, your main duties will include:

- Managing the delivery of innovation projects, under the supervision of the Programme Manager, and coordinating information on project portfolios;
- Securing new external research income and supporting the development of funding applications to enable innovations to be developed and tested;
- Proactively managing the development of high quality research proposals, providing hands-on support for applicants , particularly in relation to high value and/or NIHR Surgical MedTech Cooperative bids;
- Facilitating meetings and workshops to promote the Cooperative's research themes;



- 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;
- Liaising with NIHR, as well as partners across the NHS and internationally, to negotiate contractual matters and identify solutions to problems;
- Acting as a deputy for the programme's Principal Investigators where appropriate;
- Contributing to the compilation, drafting and submitting of progress reports to NIHR;
- Supporting the development of training materials related to innovation for client staff and delivering these as part of a training programme or as required;
- Traveling to conferences in the UK and Overseas with prior discussion and appropriate notice.

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 Vee Mapunde, Programme Manager for the NIHR Surgical MedTech Cooperative.

What will you bring to the role?

As Project Manager, you will have:

- Evidence of strong project management skills including experience of successfully coordinating projects;
- Excellent project planning and time management skills, with the ability to prioritise and work pro-actively and provide full accountability to management;
- Knowledge and experience of the healthcare and/or academic research and research funder environment;
- Excellent writing skills with experience in assisting with large scale funding bids or a detailed knowledge of how to put together successful bids;
- 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 governance and reporting processes;
- Experience of strategic planning and implementation for research uptake;
- Experience of public 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:

Vee Mapunde, Programme Manager of the NIHR Surgical MedTech Cooperative

Tel: +44 (0)113 2065256

Email: v.mapunde@leeds.ac.uk

Additional information

NIHR Surgical MedTech Cooperative is an extension of the highly successful NIHR Healthcare Technologies Co-operative (HTC) in Colorectal Therapies and a continuation of the productive partnership between LTHT and the University of Leeds. The partnership is concerned with working collaboratively with industry to develop new medical devices, healthcare technologies or technology-dependent interventions, which improve treatment and quality of life for patients.

Find out more about the [project](#)



The other local partners within the [School of Medicine](#) comprising of the [Academic Unit of Health Economics](#) within the [Leeds Institute of Health Sciences](#) (LIHS) and the [Leeds Institute of Clinical Trials Research](#) (LICTR).

Find out more about the [Leeds Institute of Medical Research](#)

Find out more about the [School of Mechanical Engineering](#) within the [Faculty of Engineering](#).

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.

