



<b>Job title</b>	Project Manager	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	School of Medicine, Nottingham Clinical Trials Unit	<b>Location</b>	University Park campus

## Purpose of role

You will work in a busy, thriving academic Clinical Trials Unit to help develop a clinical trials training programme for one of the University of Nottingham's international campuses, in Ningbo, China.

As project manager for this exciting project, you will be responsible for working closely with the Nottingham Clinical Trials Unit (NCTU) Teaching and Learning (T&L) lead and Research and Knowledge Exchange (RKE) lead, to fully scope the potential for a training programme which meets the needs of the clinical trials community at University of Nottingham Ningbo campus (UNNC) and across China. You will communicate regularly with clinicians, academic staff and senior executive staff at the University of Nottingham and UNNC.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Project management</b></p> <ul style="list-style-type: none"> <li>▪ Using appropriate project management framework, you will work with colleagues across the School, Faculty and University. This will include management of all aspects of the PM lifecycle including project scope, design, planning, initiation, governance, implementation and closure</li> <li>▪ Initiate and lead regular University of Nottingham Clinical Trials Unit (NCTU)- University of Nottingham Ningbo China campus (UNNC) project management meetings, preparing all meeting documentation, with input from the NCTU Teaching &amp; Learning and Research &amp; Knowledge Exchange leads</li> <li>▪ Develop and manage a project management plan, including milestone and operational project plans</li> <li>▪ Identify project risks, issues, and the creation of appropriate mitigation plans and/or escalation areas</li> <li>▪ Formal project closure</li> </ul>	30%
2	<p><b>Business development and analysis of project data</b></p> <ul style="list-style-type: none"> <li>▪ Develop data collection tools to undertake detailed scoping work to understand the clinical trial training needs (including format, language, location, costs) of UNNC health care professionals and research staff (including survey work, focus groups, 1:1 discussions, polls)</li> <li>▪ Identify opportunities, solutions to solve problems and develop business case/plan</li> </ul>	25%

	<ul style="list-style-type: none"> <li>▪ Analyse and interpret project data, producing management reports at monthly intervals</li> <li>▪ Based upon the findings of the scoping work, draft a clinical trials modular training programme for presentation to the UK/China project team</li> <li>▪ Explore whether existing academics in UNNC can be involved in leading module delivery</li> </ul>	
3	<p><b>Networking and liaison</b></p> <ul style="list-style-type: none"> <li>▪ Establish and maintain close communication links between the UK team at NCTU, the University of Nottingham School of Medicine (SoM) and staff based at UNNC</li> <li>▪ Communicate with health professionals and researchers in China, either individually or via group meetings, to understand training needs</li> <li>▪ Take a leading role in the planning and delivery of a clinical trials networking/knowledge exchange face-to-face visit at UNNC, including liaising with administrative support</li> <li>▪ Working with the project sponsors, stakeholders and governance group(s) to recommend and agree the most appropriate communication plan and approach</li> <li>▪ Develop and deliver the plan as agreed, making use of appropriate resources, to ensure all stakeholders, customers, teams and governance groups are engaged and included in two-way communication</li> </ul>	25%
4	<p><b>Financial / budget planning</b></p> <ul style="list-style-type: none"> <li>▪ Maintain and monitor project funding, ensuring the project is delivered to agreed tolerances and on time</li> <li>▪ Prepare financial information to help with planning of future training programmes</li> <li>▪ Prepare a business plan to attract funding for the next phase of the collaboration</li> </ul>	10%
5	<p><b>Representation of NCTU</b></p> <ul style="list-style-type: none"> <li>▪ Represent NCTU externally and within the University of Nottingham national and international campuses</li> <li>▪ Attend NCTU Education Committee meetings, taking an active role in ensuring delivery of the NCTU Teaching and Learning Strategy</li> </ul>	10%
6	<p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>▪ Any duties appropriate to the grade and level of the post</li> <li>▪ We recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.</li> </ul>	

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills with a high attention to detail</li> <li>▪ Ability to be resourceful and innovative</li> <li>▪ Analytical and problem-solving skills</li> <li>▪ Strong planning and organising skills</li> <li>▪ Experience of using electronic means of communication (e.g. Microsoft Teams, Zoom, Skype)</li> <li>▪ Excellent computing skills and proficient in using Microsoft Office applications</li> <li>▪ Knowledge of both theoretical and practical aspects and challenges of project management and implementation</li> <li>▪ High level of competence in using project management and implementation techniques and tools, including Gantt charts, scheduling, dependencies mapping, project management software (MS Office).</li> <li>▪ Skilled in verbal and written communication for project, change and wider communications purposes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to identify new opportunities and creative solutions</li> <li>▪ Business development skills</li> <li>▪ Ability to speak Chinese</li> <li>▪ Evidence of continuing professional development relevant to a project manager role or change management</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Successfully managing and monitoring medium to large scale projects, through all stages of the project life-cycle.</li> <li>▪ Detailed knowledge and understanding of project management tools, techniques and methodologies</li> <li>▪ Success in engaging, communicating with, influencing and negotiating with senior management and stakeholders.</li> <li>▪ Managing, mitigating and reviewing project and implementation risks.</li> <li>▪ Problem-solving and identifying appropriate resolutions in order to deliver projects successfully</li> <li>▪ Experience of developing and delivering training materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of clinical trial design and/or conduct</li> <li>▪ Experience of working in a complex multifunctional organisation</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Experience of communicating with people at various levels of seniority and from different cultures and backgrounds</li> <li>▪ Experience of managing budgets and financial planning</li> <li>▪ Experience of managing and working with complex cross-functional projects and project teams</li> <li>▪ 'Can-do' approach</li> <li>▪ High levels of resilience</li> <li>▪ Ability to deal with change</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Either a degree qualification in a relevant subject/relevant formal training plus hands-on experience in a similar or related role OR</li> <li>▪ Proven track record of extensive relevant work experience demonstrating practical skills in project management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project management qualification, such as PRINCE2 or equivalent (e.g., APMP, ILM, Agile, MSP)</li> <li>▪ Experience of working in clinical trials and/or clinical trials training</li> </ul>
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>▪ Willingness to travel to University of Nottingham Ningbo Campus in China on at least one occasion during the project</li> </ul>	



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others



