Job title	Project Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	School of Medicine, Translational Medical Sciences	Location	Derby Royal Hospital, Derby

Purpose of role

This post will provide critical project management support for the Catheter Against Peritonitis (CAP) study which is funded by the NIHR Invention for Innovation (I4I) programme. You will play a key role in coordinating the seven Work Packages in the project and assisting the Principal Investigators in ensuring that the project is delivered on time and on budget.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	Project Management • Establish and maintain procedures to ensure adherence to study protocols and administrative requirements. • Monitoring progress of the studies to ensure compliance with and adherence to the project plans and identify, evaluate and rectify problems. • Arrange Study Management Group (SMG) and Intellectual Property (IP) Management Group meetings; produce minutes with action points. • Follow-up on action points to ensure completion prior to next meeting. • Liaison with all key stakeholders to ensure delivery of the project according to the project plan.	45%
	Quality Assurance: • Ensure the required quality standards are met on behalf of the Sponsor (University Hospitals of Derby and Burton NHS Foundation Trust). • Facilitate MHRA and Research Ethics Committee (REC) approval of study protocol and related documents in conjunction with the Sponsor. • Quality assurance and quality control of procedures and data collection. Ensure that research staff are fully compliant with current legislation relating to ICH GCP.	15%
	Liaison:	15%

	• Act as the point of contact for all external and internal agencies to answer/resolve queries or refer on to the appropriate personnel. • Understand the requirements of the various controlling bodies, agencies and frameworks, guiding the projects in conforming to those requirements and coordinating any necessary audit processes. • Liaison with the MHRA and Ethics Committee where necessary to ensure compliance with Research Governance, Good Clinical Practice, Data Protection and Ethical requirements. • Planning and supporting the meetings and work of the various groups and bodies associated with the studies. • Liaison with the various research partners collaborating with the research teams. • Liaison with the National and Local Clinical Research Networks.	
	Management Information: • Co-ordinate the preparation of regular and ad hoc progress reports, both written and verbal, to the sponsor, funder and Health Research Authority to meet legislative, contractual and ethical requirements. • Creation and maintenance of all trial files, including the trial master file and oversight of all site files. • Provision of investigator brochure updates.	15%
	Financial Management: To oversee the budgets and the financial management of the projects and in particular: • Overseeing the completion and submission of required documentation relating to the financial administration of the project. • Monitoring financial performance. • Management of the project budgets to agreed tolerances. • Provision of accurate financial management information. • Overseeing financial processing relating to the project.	10%
	• Any other duties commensurate with the level of the post.	

Person specification

	Essential	Desirable
Skills	- Knowledge of both theoretical and practical aspects and challenges of project management and implementation. - High level of competence in using project management and implementation techniques and tools, including Gantt charts, scheduling, dependencies mapping, project management software (MS Office). - Highly motivated and dynamic. - Excellent communication and presentation skills. - Demonstrate flair, enthusiasm and innovation. - Strategic, tactical and operational management skills. - Able to work in a busy environment under pressure. - Produce good quality work to deadlines. - High level of numeracy and proven ability to manipulate figures and data with ease, using spreadsheets and databases. - Autonomously manage self and team. - Demonstrate leadership when faced with challenges.	- Demonstrate an understanding of the ethical review process in clinical research and have an awareness of ICH GCP. - Understanding of the University of Nottingham's Project Management Framework (or similar adopted framework). - Knowledge of the higher education environment. - Evidence of continuing professional development relevant to a project manager role or change management.
Knowledge and experience	- Proven success in managing and monitoring medium to large scale projects, through all stages of the project life-cycle. - Experience of managing complex cross-functional projects and project teams. - Excellent communicator, skilled at engaging, influencing and negotiating with senior management and stakeholders. - Ability to manage project risks, problem-solve and identify appropriate resolutions in order to deliver projects successfully.	- Previous experience in the management and co-ordination of clinical research. - Working in a complex multifunctional organisation.

Qualifications, certification and training (relevant to role)	Degree (or equivalent) or substantial relevant work experience commensurate with the level of post.	- Qualification in Management of Risk. - Qualification in project management. (PRINCE2) or equivalent (e.g. APMP, ILM, Agile, MSP).

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

Line manager

<div style="text-align:center">

Professor of Medicine

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Role holder

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Project Manager

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Key stakeholder relationships

Study Management Group	Colleagues	External partners