Role profile

<table>
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<tr>
<th>Job title</th>
<th>Project and Implementation Senior Manager</th>
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<tbody>
<tr>
<td>Job family and level</td>
<td>Administrative, Professional and Managerial Level 5</td>
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<tr>
<td>School/Department</td>
<td>School of Medicine/ Mental Health &amp; Clinical Neurosciences</td>
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<td>Location</td>
<td>Jubilee Campus</td>
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**Purpose of role**

We are seeking to appoint a Project and Implementation Senior Manager for our new three-year NIHR i4i (Invention for Innovation) Product Development Award grant: ‘Clinical translation and commercialisation of ORBIT (Online Remote Behavioural Intervention for Tics). This research has been funded to translate an evidence-based online behavioural therapy intervention for tics in young people (‘ORBIT’) into a patient-ready digital tool deliverable at scale within the NHS. The project is a collaboration with the leading clinical and academic experts in tic disorders in the UK and involves partners from across academia, the NHS, industry and the charity sector including Great Ormond Street Hospital, The East Midlands Academic Health Science Network and Tourettes Action.

You will strategically lead and manage the ORBIT project. You will have lead project and implementation responsibility for the following key areas: strategy, planning and performance; programme, project and change management and implementation, stakeholder engagement and communication. You will provide leadership, co-ordination, and day-to-day management to ensure the successful delivery of the project. You will work closely with the two Project Co-leads (Prof Chris Hollis and Dr Charlotte Hall) to contribute to the strategic, budgetary, resource and operational planning of all activities, and work closely with individual work package leads to ensure successful delivery of each work package.

A key activity and deliverable from this role is the development of the business case for ORBIT commercialisation and uptake in the NHS. You will be able to manage competing priorities and be a proactive problem solver who is able to identify risks to project delivery and implement effective solutions. You will be a dynamic and effective individual, with the ability to risk assess and prioritise competing demands in order to present informed recommendations to Senior Management and Programme/Project Sponsors together with ability to implement recommendations.

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit and purpose of the post may be requested. You will be expected to work flexibly to support the Research Group.

**Main responsibilities**

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<td>90%</td>
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1. **Project Leadership, Management and Implementation**
Using appropriate project management (PM) frameworks, you will contribute to the successful strategic and operational management and delivery of the research programme and ORBIT Business Case/ Commercialisation Plan. This will include management of all aspects of the project lifecycle including design, planning, initiation, implementation and closure.

**Tasks will include:**

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- [ ]
- Being the visible, accessible and proactive first point of contact to work package leads and collaborators and to promote our activities and outputs both nationally and internationally.
- Liaising with the project funder (NIHR) and ensuring timely and comprehensive reporting on finances, outputs and deliverables.
- Working with the project partners and stakeholders to plan and deliver networking, engagement and dissemination activities.
- Working with all partner organisations to develop and manage project plans with milestones and deliverables for all aspects of the NIHR i4i Grant, using effective, structured methodologies.
- Co-developing the business case with work package leads.
- Overseeing the clinical study alongside work package leads
- Identifying and managing risks, informing the Project Leads of problems where appropriate.
- Initiating management interventions wherever gaps in the work packages are identified or issues arise.
- Overseeing the production of project reports and other deliverables for the NIHR and other relevant organisations, including project partners.
- Organising, and managing the delivery of documents for oversight committees, including Research Steering Group, Project Management Group, IP management group and Patient and Public Involvement (PPI), as well other advisory and governance meetings as necessary.
- Organising and managing regular project operational and leadership team meetings, conferences, workshops, and dissemination events.
- Maintaining effective working relationships with project partners and stakeholders.
- Representing and promoting the work of ORBIT i4i project across the university and externally.
- Contributing to the national child digital mental health landscape by participating in conferences, advisory groups and meetings, deputising for Project Leads where appropriate.
- Establishing and maintaining the research project website and social media communications.
- Keeping abreast of national and international developments in digital and adolescent mental health research across the academic, NHS and business sectors.
- Leading the development of new and innovative partnerships with a range of academic, NHS, third sector, government, and industry organisations in the UK and abroad to foster the commercialisation, implementation, and uptake of ORBIT within the NHS.
- Indirect responsibility for monitoring and managing expenditure against the agreed budgets for the programme.
- Supporting the Project Leads with the development of financial monitoring information and review of financial plans for funders.
- Identifying ways to use resources effectively and efficiently.
- Responsibility for developing and overseeing research management systems to collect and report programme outputs, deliverables, and progress against objectives to NIHR.
- Collating and reporting academic metrics, outputs, and impact case studies to support reporting to the NIHR, partners and other stakeholders (e.g., NICE, NHS England) and for other purposes such as the Research Excellence Framework (REF).
|   | ▪ Responsible for leading a team to deliver and support key Research Group strategic priorities.  
    ▪ Managing through matric management approach to deliver an ongoing continuous improvement programme in the Research Group  
 | 3 | ▪ Any other duties appropriate to the grade and role  
    ▪ 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. | N/A |
Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>▪ High level of competence in using project management and implementation techniques and tools, including Gantt charts, scheduling, dependencies mapping, project management software (MS Office).</td>
<td>▪ Evidence of continuing professional development relevant to a project manager role.</td>
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<td>▪ Strong facilitation skills, with attention to power dynamics and inclusivity.</td>
<td>▪ Proficiency in using social media, for networking, engagement, and dissemination.</td>
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<td>▪ Ability to make difficult and challenging decisions that support strategic aims and long-term vision.</td>
<td>▪ Website development and maintenance.</td>
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<td>▪ Skilled in verbal and written communication for project, change and wider communications purposes.</td>
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<td>▪ Autonomously manage self and team.</td>
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<td>▪ Willingness to learn new skills and procedures.</td>
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<td>▪ Enthusiastic and proactive ‘can do’ approach.</td>
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<td>▪ Ability to manage budgets, and an understanding of financial monitoring procedures.</td>
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<td>▪ Excellent IT skills.</td>
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<td>▪ Excellent customer relations</td>
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<td>▪ High levels of resilience</td>
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<td>▪ Ability to deal with unanticipated changes</td>
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<td>▪ Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge</td>
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<td>▪ Critical thinking and problem solving skills</td>
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<td>▪ Diplomacy, tact and assertiveness</td>
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<td>▪ Team player willing to be flexible and adaptable, to both stakeholders and priorities</td>
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<td>▪ Customer and benefits focus</td>
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<td>Knowledge and experience</td>
<td>▪ Knowledge of both theoretical and practical aspects and challenges of project management and implementation.</td>
<td>▪ People management and/or supervising team members</td>
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<td>▪ Experience of drafting strategic business cases, reporting writing reports, reviews and implementing recommendations</td>
<td>▪ Detailed knowledge and experience of mental health research related to the digital environment or use of digital technology.</td>
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<td>▪ Successfully managing and monitoring medium to large scale</td>
<td>▪ Broad knowledge of national and international child and adolescent mental health research and policy.</td>
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| Qualifications, certification and training (relevant to role) | Healthcare projects, through all stages of the project life cycle.  
- Managing multiple strategic workstreams at different stages concurrently  
- Significant successful experience of managing and working with complex cross-functional projects and project teams.  
- Broad knowledge of the healthtech ecosystem, principles of commercialisation and pipeline to adoption.  
- Understanding of the UK academic research sector including funding structures and reporting processes.  
- Success in engaging, communicating with, influencing and negotiating with senior management and stakeholders.  
- Managing, mitigating and reviewing project and implementation risks  
- Problem-solving and identifying appropriate resolutions in order to deliver projects successfully  
- Implementing reviews and recommendations  
- Working in a complex multifunctional organisation  
- Research budget management.  
- Experience or knowledge of developing business cases for healthtech products  
- Budget management | Understanding of intellectual property (IP) management and when to seek specialist advice.  
- Experience and knowledge of current NHS system, reform policies and priorities and ability to translate into a local context.  
- Experience of working with commercial partners  
- Experience of research funding reporting systems.  
- Experience of organising conferences, workshops, and symposia.  
- Experience of academic writing for reports, lay summaries, project websites and research funding applications.  
- Experience of conducting clinical studies in NHS.  
- Understanding of the University of Nottingham’s Project Management Framework (or similar adopted framework)  
- Knowledge of the higher education environment. |
| --- | --- |
| Degree (or equivalent) or substantial relevant work experience commensurate with the level of post.  
- Qualification in project management (e.g. PRINCE2) or equivalent experience. | Relevant postgraduate qualification, i.e., Masters or PhD in mental health or health research or MBA.  
- Lean Six Sigma |
| Willingness to travel as required for networking, monitoring and engagement activities.  
- Adopting and delivering to the School of Medicine’s Professional Services Service Excellence Standards.  
- Willingness to adopt the vision and values of the School of Medicine. |  
- |
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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

Line manager

Project Lead, ORBIT i4i
PDA

Project and Implementation Senior Manager

Role holder

East Midlands AHSN

Work Package Leads and Researchers

NIHR MindTech MedTech

Key stakeholder relationships