



<b>Job title</b>	Programme Manager	<b>Job family and level</b>	Research and Teaching, Level 5
<b>School/ Department</b>	School of Medicine / Mental Health and Clinical Neurosciences	<b>Location</b>	Jubilee Campus

## Purpose of role

The purpose of this role will be to lead the research team and Lived Experience Advisory Panel (LEAP) to develop the Lived Experience Narratives in Dementia (LEND) programme, including the planning of interventions, recruitment strategy, dissemination plan, collecting and interpreting data.

You will manage the Nottingham-based LEND team and coordinate with national LEND researchers. Responsibilities include collaborating with advisory committees, applying diverse research methodologies, and coordinating data collection with people with dementia and their carers. The role offers career development support, including PhD supervision and academic writing. Ideal for those with research experience in dementia care, working with people with dementia as well as their carers. This position suits those seeking to advance within an academic framework.

You will join an established team, led by Professor Martin Orrell, Director of the Institute of Mental Health, whose main areas of research interest include Ageing and Mental Health, including Dementia.

The School of Medicine 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.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Strategic and Operational Management</b></p> <ul style="list-style-type: none"> <li>To proactively manage all operational aspects of the LEND project, including early ethics submission, establishing timelines, developing monitoring strategies, database development and management, and ensuring deadlines are met.</li> <li>To make any substantial or non-substantial Health Research Authority (HRA) amendments as and when required. To produce reports (e.g. for NIHR, CRN portfolio returns, HRA) and actively contribute to</li> </ul>	40%

	<p>knowledge mobilisation activities, including organising conferences and disseminating research findings through leading peer-reviewed high impact factor academic publications on a sustained basis.</p> <ul style="list-style-type: none"> <li>To lead (by involvement, through co-ordination and in other ways) all aspects of data collection, analysis, interpretation and dissemination, bringing personal expertise and harnessing the skills of other team members.</li> </ul>	
2	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>To manage the financial and budgetary aspects of the study in collaboration with the Principal Investigator and the Programme Administrator, specifically including proactive monitoring of expenditure to avoid cost over-runs and the use of research resources to ensure that effective use is made of them.</li> </ul>	15%
3	<p><b>Communication and Engagement</b></p> <ul style="list-style-type: none"> <li>Co-ordinating the various advisory bodies and individuals, including the co-applicant group and individual consultants to the study, the LEND Lived Experience Advisory Panel, the LEND Programme Steering Committee and other meetings essential to the project.</li> <li>To work and communicate with all levels of stakeholders. For example, communicating complex and conceptual ideas to those with limited knowledge and understanding as well as to other researchers, using high level skills and a range of media.</li> <li>To work in conjunction and collaboration with others in the research team in order to achieve objectives and deadlines of the LEND research project.</li> <li>To be responsible for resolving problems to meet research objectives and deadlines.</li> <li>To generate income by developing and winning support for innovative research proposals and fundings bids</li> </ul>	25%
4	<p><b>Academic Management and Reporting</b></p> <ul style="list-style-type: none"> <li>Identifying and meeting professional development needs, especially in relation to acquiring a full range of methodological expertise and continuing to develop skills in and knowledge of research methods and techniques, models, methods, critiques and approaches.</li> <li>To be responsible for the safe conduct of all work, consistent with the School and University safety policies as well as adhering to the research Standard Operating Procedures outlined by Nottinghamshire Healthcare NHS Foundation Trust.</li> </ul>	10%
5	<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>You are expected to make a contribution to teaching that is in balance with wider contributions to research and other activities.</li> <li>When required, supervise, examine and act as the personal tutor to undergraduate and postgraduate taught and research students within area of expertise</li> </ul>	10%
6	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Any other duties commensurate with the level of the post</li> </ul>	N/A

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including the ability to communicate with clarity and authority to academic and non-academic audiences</li> <li>• Excellent IT skills</li> <li>• Mixed-methods research methodologies skills and abilities</li> <li>• Good motivation and influencing skills</li> <li>• Able to emphasise and show compassion across a range of diverse views</li> <li>• Ability to devise, advise on and manage research programmes related to dementia care.</li> <li>• Ability to manage resources and an understanding of management processes.</li> <li>• High level analytical capability to facilitate conceptual thinking, innovation and creativity related to dementia research.</li> <li>• Be able to manage Randomised Control Trials</li> <li>• To have a good understanding of religious, cultural differences and of LGBTQIA+ communities</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Understanding of academic culture and environment</li> <li>• Experience of line managing staff</li> <li>• Demonstrable previous experience with many of the research methods to be used, and extensive experience with some.</li> <li>• Experience in management of complex RCT projects, involving multiple stakeholders.</li> <li>• Experience of working with the LGBTQIA+ communities and ethnic minority communities</li> <li>• Experience of working with people with dementia and people that care for people with dementia</li> <li>• Experience of HRA online ethics systems</li> <li>• Experience with CPMS, Edge and other HRA and/or NHS data systems.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of university management systems and the wider higher education environment.</li> <li>• Experience of academic writing for reports, lay summaries, project websites and research funding applications</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience at using the Join Dementia Research database</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• PhD or equivalent (in a related field e.g. psychology)</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a professional body (e.g. CPsychol or similar)</li> </ul>
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>• Able to travel regularly, including to other study sites nationally.</li> <li>• Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to adopt the <a href="#">vision and values</a> of the School of Medicine.</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** Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
- Taking ownership** Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
- Forward thinking** Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
- Professional pride** Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
- Always inclusive** Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

## Key relationships with others

