Job title	Project and Implementation Senior Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	School of Medicine/ Lifespan and Population Health	Location	The East Midlands Campuses of the University of Nottingham

Purpose of role

The Project and Implementation Manager will strategically lead and manage the Health Data Research UK Federated Analytics programme. 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.

This role will involve building and maintaining strong relationships with key stakeholders, understanding their needs, and facilitating the effective use of Federated Analytics tools and services. The successful candidate will be a highly motivated and proactive individual with excellent communication and interpersonal skills, a strong understanding of the research landscape, and a passion for improving health through data science.

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 Professional Services across the School.

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.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Stakeholder Engagement** ▪ Developing and delivering plans as agreed, making use of appropriate resources, to ensure all stakeholders, customers, team and governance groups are engaged and included in two-way communication	50%

		• Working with the project sponsors, stakeholders and governance group(s) to recommend and agree the most appropriate communication plan and approach • Conduct thorough needs assessments to identify opportunities for Federated Analytics to support research projects and address specific challenges. This will involve working closely with researchers to understand their analytical requirements. • Develop and deliver effective communication and engagement strategies to promote the benefits of Federated Analytics and encourage its adoption within the TRE community. This will include creating presentations, reports, and other communication materials. • Facilitate collaboration between researchers, technical teams, and data custodians to ensure the smooth implementation and use of Federated Analytics tools and services. This will involve coordinating meetings, workshops, and training sessions. • Collaborate with other teams within HDR UK and external partners to share best practices and promote the adoption of Federated Analytics. This will involve attending conferences, workshops, and other events.	
2		**Project Leadership, Management and Implementation** • Facilitating activity and decision making to define project scope, goals, deliverables, governance and success criteria • Defining project tasks, schedules and resource requirements • Co-ordinating the activity of internal and external project and/ or work stream leads • Initiating and managing project meetings • Developing and managing project documentation including milestone and operational project plans for team and project board and other stakeholders • Managing and reporting on project progress through appropriate methodologies (e.g. PRINCE2, University of Nottingham Project Management Framework, APMP, ILM) and project tools as appropriate (e.g. MS project) • Establishing the appropriate nature of governance at a range of levels for any project • Identifying project risks, issues, and the creation of appropriate mitigation plans, solutions and/or escalation actions • Managing project budget to agreed tolerances • Ensuring that appropriate plans have been developed and communicated to manage the project • Formal project closure and lessons capture • To write strategic business cases, reports and recommendations	40%
3		**Leadership and Management** • Responsible for leading a team to deliver and support key School strategic priorities. • Managing through matric management approach to deliver an ongoing continuous improvement programme in the School and projects, review and recommendations and implementation thereof	10%
		Other • 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). ▪ Skilled in verbal and written communication for project, change and wider communications purposes ▪ Autonomously manage self and team ▪ Extensive experience of drafting strategic business cases, reporting writing reports, reviews and implementing recommendations ▪ Willingness to learn new skills and procedures ▪ Enthusiastic and proactive 'can do' approach ▪ Excellent customer relations ▪ High levels of resilience ▪ Ability to deal with a change ▪ Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge	▪ 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	▪ Successfully managing and monitoring medium to large scale projects, through all stages of the project life-cycle ▪ Managing multiple strategic projects at different stages concurrently ▪ Significant successful experience of managing and working with complex cross-functional projects and project teams (e.g. IT and service provision)	▪ People management and/or supervising team members

	- 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 - Budget management - Implementing reviews and recommendations - 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 project management PRINCE2 or equivalent (e.g. APMP, ILM, Agile, MSP)	- Qualification in Management of Risk - Lean Six Sigma
Statutory, legal or special requirements	- Critical thinking and problem solving skills - Diplomacy, tact and assertiveness - Team player willing to be flexible and adaptable, to both stakeholders and priorities - Customer and benefits focus	
Other	- 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

Role profile

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 → Professor of Digital Engineering and Health Informatics

Role holder → Project and Implementation Senior Manager

Key stakeholder relationships → Colleagues | Students | External partners