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| THE UNIVERSITY OF NOTTINGHAM  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Airway Group Project Manager (fixed-term)

**School/Department:** School of Medicine – Division of Respiratory Medicine

**Salary:** £28,695 to £37,394 per annum per annum (pro rata), depending on skills and experience. Salary progression beyond this scale is subject to performance

**Job Family and Level:** Administrative, Professional and Managerial (APM), level 4

**Contract Status:** This post will be offered on a fixed term contract available from 01 October 2015 for a period of 1 year

**Hours of Work:**  Full-time, 36.25 hours per week

**Location:** Respiratory Medicine, Clinical Sciences Building, Nottingham City Hospital (NCH)

**Reporting to:** Clinical Associate Professor

**Purpose of the New Role:** The aim of this project is to create a human airways cell resource, based within the Division of Respiratory Medicine (School of Medicine) in the Clinical Sciences Building NCH. The project managers role will be to: Establish collaborations with our NHS partners to provide primary airway cells from well-characterised healthy and diseased patients, develop a marketing strategy for the supply of airway cells to University of Nottingham (UoN) academics and external partners (academia and pharmaceutical companies) for research and drug development purposes and manage a small team involved in the collection of airway samples and present regular progress reports. This project, which has support from the Heads of the three largest Schools in the UoN (Pharmacy, Life Sciences and Medicine), will help to cement the reputation of the UoN as a leader in respiratory drug discovery, translational medicine and basic scientific research.

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|  | **Main Responsibilities** | **% time per year** |
| 1. | Instigate a quality controlled system to obtain and use samples from human donors, resulting in a self-sustaining divisional business | 20% |
| 2. | Instigate high quality internal and external collaboration between University departments, scientific disciplines and local and international research organisations (academic and industrial) | 20% |
| 3. | Manage personnel within the airways group  Manage linking of clinical data to cell data | 20% |
| 4. | Set up a long-term recognised relationship with NHS partners for continued translational research within the department e.g. with the University and its teaching hospitals | 10% |
| 5. | Manage finance, including relationships with third parties, both internal (other research groups) and external (other universities, pharma) | 10% |
| 6. | Offer an excellent quality of service, with customer support  Develop training through the initiation of a cell-based training course which will be open to members of the University and clients alike | 10% |
| 7. | Understand the principles of the Data Protection Act and Caldicott principles to ensure the security of patient information at all time | 5% |
| 8. | Obtain external grant funding during their tenure and enhance the capability of successful bids for further research | 5% |

**Knowledge, Skills, Qualifications & Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | First degree in a relevant area (or equivalent)  Managerial/Professional qualification | Evidence of higher level clinical management |
| **Skills/Training** | Management skills  Excellent accountancy/financial skills  Excellent knowledge of IT packages e.g. Word, PowerPoint, Excel | Training and skills in health services research or epidemiology  Extensive knowledge and experience of database software packages  Understanding of ethical issues within health services research |
| **Experience** | Previous management experience, preferably within similar field | Understanding of pharm / research relationships  Understanding of research structure within the UK |
| **Statutory/Legal** | Excellent oral and written communication skills including the ability to communicate with clarity to non-statisticians  Excellent attention to detail  Excellent time management skills  Willingness to travel within East Midlands |  |

**Decision Making**

i) taken independently by the role holder

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| * Decisions in relation to management of the project that remain within the project tolerances – these include budget management, scheduling and resource allocation * Day to day decisions regarding prioritisation and work allocation to the project |

ii) taken in collaboration with others

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| * Any issues relating to the management of the project that breaches (or potentially breaches) the project tolerances would be made in conjunction with the appropriate governance groups. * Overall database design and review process * Organisation of project related meetings * Publication decisions, papers, conference abstracts etc |

iii) referred to the appropriate line manager (please name) by the role holder

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| * Issues relating to the performance of project team staff. * Any issue resolution requiring escalation to project governance groups. * Purchasing decisions over >£150 |

**Appendix 1**

**The University of Nottingham**

The University of Nottingham is a global-leading, research-intensive university with campuses in the UK, Malaysia and China. Our reputation for world-class research has yielded major scientific breakthroughs such as Nobel-winning MRI techniques, drug discovery, food technologies and engineering solutions for future economic, social and cultural progress.

Already ranked among the UK’s elite universities and global polls for research excellence, our reputation for world-class research has been further enhanced with the 2008 results of the Research Assessment Exercise (RAE).

In addition to scoring highly in quality rankings covering major disciplines in science, engineering, the social sciences, medicine, business and the arts, it is Nottingham’s increase in research power rankings which demonstrate the impressive volume of excellent research which is carried out. We are now ranked in the Top 7 of all British universities and are one of only two institutions to move into the UK Top 10 since 2001 – an increase of seven places, making us the highest mover of any university.

Following the RAE results, 90% of all research at Nottingham has been classified of an ‘international standard’ and 60% as ‘world-leading’ or ‘internationally excellent’.

The main University campus is set beside a lake, in an extensive belt of woodland, parks and playing fields. The 330 acre University Park Campus is the focus of life for more than 32,000 students and houses the majority of the University’s academic schools and many of the central Services. The Jubilee campus is situated 2 miles away from the University Park, and provides extra capacity. The University Medical School is situated next to the University Park. Together with the University Hospital, it forms the Queen’s Medical Centre (QMC).

**University of Nottingham Medical School**

Nottingham has a strong reputation for both clinical medicine and teaching. As one of the most popular medical schools in the country, it is able to select excellent students and produce and attract good junior doctors.

**The School of Medicine** was formed following Faculty reconfiguration on August 1st 2013. The new School of Medicine comprises the Divisions of Cancer and Stem Cell Sciences, Child Health, Obstetrics and Gynaecology; Clinical Neuroscience; Epidemiology and Public Health; Primary Care; Psychiatry and Applied Psychology; Rehabilitation and Ageing; Medical Sciences and Graduate Entry Medicine; Respiratory Medicine; Rheumatology, Orthopaedics and Dermatology and the Nottingham Digestive Diseases Centre. The School also hosts the Medical Education Centre, the Centre for Interprofessional Education and Learning, the Clinical Research Facility, the Clinical Skills Centre, NIHR design Service East Midlands, Nottingham Clinical Trials Unit, PRIMIS and Medical Imaging Unit.

The new School of Medicine brings together in one School staff undertaking research for the benefit of the health of patients. It includes all primary care and hospital-based medical and surgical disciplines, principally in the Queen’s Medical Centre and City Hospital Nottingham Campuses, Royal Derby Hospitals NHS Foundation Trust and also at the University’s main campus and at the King’s Meadow and Jubilee Campuses. Most of our School’s Senior Researchers and Teachers are also clinicians who dedicate 50% of their time to patient care within the Nottingham University Hospitals NHS Trust & Royal Derby Hospitals NHS Trust. This close juxtaposition brings cutting-edge clinical care to our patients and clinical relevance to our research and teaching. We are closely integrated with our full time NHS clinical colleagues, many of whom are themselves leaders in research and teaching and who work closely with the University and this increases the mutual benefit from integration between the University and NHS.

Mission:

Our mission is to improve human health and quality of life locally, nationally and internationally through outstanding education, research and patient care.

Priorities:

1. **Teaching and learning**, particularly training tomorrow’s doctors and teaching specialised postgraduates
2. **Research and research training:** We will perform and support the highest quality “big” research which impacts on human health and disease
3. **Partnership with the NHS** and other healthcare providers
4. **Visibility and profile of the School of Medicine:** We will do what we do better, and we will tell others about it

Ethos and principles:

1. **Having people and patients at the heart of all we do**: our teaching and learning, our research and our patient care
2. **Contribution within the School of** **Medicine and to society** beyond our immediate roles; helpfulness and service
3. **Openness and fairness**, with particular emphasis on communication (both internal and external) and on equality and diversity among students and staff
4. **Personal and group responsibility** for all aspects of our work, within a culture of opportunity and reward

Our research spans 11 major themes, ranging from cancer to vascular medicine. We work closely with industry and the NHS. Our world-leading research ranges from basic and translational science through to clinical trials, epidemiology, and health services research. Our clear theme is improving human health, underpinning a vibrant postgraduate research training programme leading to PhD or DM. Many of our academics are clinicians, using their expertise to provide cutting edge specialised treatment to NHS patients; reflecting our ethos that patients are at the heart of all we do.

Our major research themes are in Cancer and Stem Cells; Child Health, Obstetrics & Gynaecology; Clinical Neurosciences; Digestive Diseases; Epidemiology and Public Health; Mental Health; Musculoskeletal and Dermatology; Primary Care; Rehabilitation and Ageing; Respiratory Medicine and Vascular and Renal Medicine.

The School of Medicine trains tomorrow’s doctors on a vibrant undergraduate medical course with a unique intercalated BMedSci, as well in a specialised graduate-entry programme built around clinical problem solving. We teach medicine and related disciplines at both undergraduate and postgraduate level. We have a dedicated clinical academic training programme and are committed to training PhD and doctoral research students and to supporting postdoctoral clinicians and scientists in their research.

Professor John Atherton is Dean of the School of Medicine.

For further information, please see our website <http://www.nottingham.ac.uk/medicine>

**Nottingham**

Central within the East Midlands, Nottingham is a vibrant and prosperous city with something to offer everyone. It is one of the UK’s leading retail centres and has a huge variety of restaurants, bars and nightclubs which attract people from all over the UK. Culturally, it has good theatres, an arena which attracts both national and international performers and a range of historical interests relating to subjects such as the lace industry, Lord Byron and DH Lawrence. Nottingham is also known for sport, being the home of Trent Bridge Cricket Ground, Nottingham Forest and Notts County Football Clubs, the National Water Sports Centre and the Nottingham Tennis Centre. There is a good network of roads with easy access to the M1 and the A1, a fast frequent rail service to London and other major cities. Nottingham East Midlands Airport is only eighteen miles away.

The city is set within a county of outstanding natural beauty which includes Sherwood Forest, Wollaton Park, lively market towns and wonderful historic buildings. Housing is relatively inexpensive and, in addition to the two Universities, there are excellent schools and colleges available.

**To find out more about Nottingham, use the following links:**

Nottingham County Council – Tourism <http://www.experiencenottinghamshire.com/>

University of Nottingham <http://www.nottingham.ac.uk>

Zoopla (Guide to local properties) <http://www.zoopla.co.uk/>

**My Nottingham** (information on schools, term dates, school transport etc.)

<http://www.nottinghamcity.gov.uk/index.aspx?articleid=8524>