UNIVERSITY OF WARWICK

Job Description

Job title	Project Manager
Department	Warwick Medical School
Grade	6

Job purpose (a brief summary of the role)	To provide Project Management and administrative support for individual or a portfolio of research projects within Warwick Applied Health.
Duties and responsibilities	**Project Management and Administration** 1. Provide project management support for individual projects or a portfolio of projects, to ensure that they achieve their objectives, communicate the findings and operate within budget and resource constraints, including the provision of monitoring and reporting of activities to all stakeholders and to ensure overall successful delivery. 2. Provide operational management of the project(s) on a day-to-day basis, including staff resource, budgets, and the implementation and maintenance of detailed project plans. 3. Assist in the recruitment and training of project support staff and team members based at Warwick, and within partner organisations, as required. 4. Organise meetings with stakeholders, coordinating with internal and external collaborators to ensure an organised approach, including making practical. arrangements for meetings, preparing agenda and papers and minute taking, and the identification of issues, escalating where necessary to keep the project plan on track. 5. Ensure legal compliance through the co-ordination of IP protection by ensuring nondisclosure agreements, contracts, and collaboration agreements are in place where necessary. 6. Coordinate workstreams including interacting with staff at the different institutions that are members of the consortium. 7. Ensure that projects meet governance requirements and comply with appropriate legislation and funding body requirements (e.g. timesheets completed by staff if required, any reporting deadlines met). 8. Implement and manage project risk reporting and mitigation processes for projects. 9. Coordinate any ethics and information governance activities required for the project (e.g. ethical approvals, data handling policies). 10. Contribute to new proposals under development, including bids for research funding from government, EU and industrial sources. This may involve coordinating with potential partners, researching current progress in these areas and compiling information in support of the bid submission. 11. Support the PI in ensuring Health & Safety requirements are followed. **Financial Management** 1. Monitor and review project budgets and spend rate with the PI to ensure resources are being spent and used appropriately, and to maximise eligible expenditure against project funding. 2. Coordinate the provision of appropriate financial reporting to internal and external stakeholders as required.

	3. Ensure the project operates within the financial regulations of both the University and funder, liaising with colleagues in RSS and the Finance Office to resolve any queries or disputes arising from operating within potentially conflicting financial systems. **Communication and Dissemination** 1. Represent WMS externally through the arrangement of and attendance at, conferences, seminars and other events related to research projects. 2. Liaise with current and potential partners associated with research projects. 3. Responsibility for communication, including production and circulation of reports, establishment and management of the project website, developing press releases and co-ordinating with WMS Marketing. 4. Establish an effective working relationship with funders, acting as the key point of contact on all management issues for the project. Any other duties commensurate with the grade at the request of the PI or line manager. This may include tasks to develop Divisional research management capability

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to degree level (or equivalent experience).	A
E2	Experience of project management in a research environment in Higher Education or similar environment.	A & C
E3	Experience of budget management in a project environment.	A,B & C
E4	Experience of interpreting, advising on and ensuring compliance with guidelines and terms and conditions.	A,B & C
E5	Previous experience and knowledge of data protection, research governance and ethical requirements.	A & C
E6	Line management experience.	A & C
E7	Experience of managing health/healthcare related research projects or working in a health/healthcare related environment.	A & C
E8	Excellent written and verbal communication skills.	A & C
E9	Excellent interpersonal skills and the ability to work with colleagues at all levels.	A & C
E10	Ability to collate, analyse and report data, produce management reports.	A & C
E11	Strong operational management, organisational and time management skills.	A & C
E12	Excellent analytical and problem-solving skills, as well as the ability to present complex data clearly and summarise key information in a digestible format.	A & C
E13	Ability to focus on priorities and to work flexibly as needs change, whilst providing efficient project management over a number of areas.	A & C
E14	Ability to use own judgement, initiative and be self-motivated within parameters set for the project.	A & C
E15	Ability to influence decision making.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Knowledge/experience supporting research in NIHR-funded and NHS contexts.	A & C