



Job Title:	Research Manager in Precision Medicine
Grade:	8
Salary:	£48,350 - £54,395 per annum, pro-rata if part-time
Department:	Population Health Sciences
Hours/Contract:	Full-time, part-time (minimum 0.5 FTE 18.75 hours per week), or job share, fixed term contract until 31 December 2026
Job Family:	Management & Administration
Reference:	10432

Role Purpose:

The Genetic Epidemiology Group is a vibrant group of 39 staff and PhD students undertaking research aimed at improving drug discovery and precision medicine. Its portfolio includes:

- Leading an £8.8M, 8-year, 3-institution Wellcome Trust Discovery Award “Applying a multidisciplinary approach to defining molecular pathways in lung function impairment”;
- Leading a 25-year cohort study of 11,000 local participants, EXCEED, with genomic, multi-omic and linked electronic healthcare record data used in 70 research projects to date;
- A broad portfolio of projects funded through research councils, charities, NIHR, and industry collaborations supporting precision medicine research
- Career development of researchers – the group has a strong track record of its researchers securing fellowships, academic posts and promotions
- Effective patient and public involvement and engagement and engagement with the wider researcher community (in 2023 this included a 10-year anniversary event and media activities for the EXCEED Study and “Respiratory Genomics 2023”, an international conference hosted in Leicester)

The Research Manager will work closely with Professor Martin Tobin, Professor Louise Wain, and Dr Catherine John in day-to-day local operational and strategic management of the research programme, the EXCEED Study and the Genetic Epidemiology Research Group.

This will include project management of multiple research projects and contributing to strategic research development of the research portfolio. The post-holder will be expected to assist Professor Tobin to strategically plan, develop and manage the administrative aspects of the Genetic Epidemiology Group’s portfolio of projects.

The post holder will be responsible for overall management of projects including finance activities, project interactions and deliverables. The post requires an experienced, self-motivated individual with excellent organisational and communication skills to ensure the completion of projects to time and target. The post holder will have the ability to work autonomously and will demonstrate excellent attention to detail. The postholder will be responsible for identifying, establishing and running project management structures to oversee and manage research projects. The post holder will provide administrative support to ensure that meetings are arranged, sub-contracts are set up with external research groups, and that research activities are carried out smoothly with milestones in research progress achieved and reported on. The work requires the project holder to handle a varied workload, with an understanding of multicentre academic and clinical research collaborations, excellent attention to detail and confidentiality of data and other information. The ability to communicate the underlying medical and scientific rationale of projects to a wide professional audience is essential.





The post may require some travel to other UK centres. The postholder will also be required to carry out the drafting of documents for the research team, the writing of reports, and assist in editing and preparing manuscripts for publication

Resources Managed

Budgetary management of research finances and other research funding.

Supervision of members of staff in managing EXCEED, the Wellcome Discovery Award and the grant portfolio and facilitating effective working of a diverse multidisciplinary research team.

Management of EXCEED and other datasets, ensuring effective data management and safe and effective utilisation of datasets by trusted parties.

Effective liaison with all stakeholders including PPI groups, the third sector, health and social care sector, commercial sector and Higher Education Institutes.

Main Duties and Responsibilities

Strategy

- Take lead responsibility for the day-to-day local operations of EXCEED and the Wellcome Discovery Award, anticipating research, finance, governance and contractual needs, liaising with collaborators as needed
- Take overall responsibility for the day-to-day operations of the EXCEED study, supervising administrative staff (currently 1.6 WTE), liaising with investigators, collaborators and stakeholders as needed
- Design and deliver activities related to new recruitment from minority ethnic communities
- Map out and anticipate project milestones and keep up to date with progress across collaborating sites, with regard to project milestones
- Highlight any challenges or potential issues, and take the lead initiative in finding and implementing solutions
- Pro-actively identify research opportunities, and consolidate collaborative networks that can respond to funding opportunities
- Facilitate the development of funding proposals, including large multidisciplinary and multi-centre grants, to ensure the long-term development of the research projects and portfolio of the Genetic Epidemiology Research Group
- Manage project timelines and conflicting priorities
- Embedding risk assessment and risk mitigation in the research team and in your own work as a part of effective project management;
- Effective management of conflicting priorities and views in the team and wider collaborators, taking initiative to prevent and manage conflict yourself and by the wider team





- Ensure that the research studies adopt and integrate the best research practice, including data and sample integrity, and best practice in data utilisation and encourage the whole team and wider collaborators continually improve standards

Communications

- Act as the main point of communication for EXCEED and the Wellcome Discovery Award for the teams at collaborating sites, and take initiative to engage harder-to-reach stakeholders as appropriate for effective delivery of project aims
- Communicate the underlying medical and scientific rationale of EXCEED and the Wellcome Discovery Award to a wide professional audience, and produce promotional materials, including both written and web-based materials
- Have an in-depth knowledge of key group projects and staff to be able to respond to all queries and to suggest new approaches to research culture and research delivery
- Schedule project consortia meetings and events and prepare and present study findings as required
- To keep all relevant staff informed of the progress of projects and corrective action when milestones are at risk of not being met
- Work closely with the investigators, collaborators and their teams across organisations to direct and oversee knowledge exchange activity, including dissemination of research findings via various channels to ensure maximum impact of research, public-facing events

Reports and applications

- Work with Prof Tobin to prepare and report against timelines for all projects and project activities
- Lead the drafting of Independent Scientific Advisory Board reports for EXCEED and the Wellcome Discovery Award
- Coordinate sub-contracts to other institutions, and design new processes as required to improve project management processes
- Teach and supervise effective note taking and report writing of team members and where required write reports and notes at meetings
- Coordinate responses to internal and external requests for information
- Proactively look for opportunities to publicise the work of the research group with the PPIE team and enable such activities in the whole team
- Prepare and disseminate material to share study results and developments with participants, and assist with academic publications, seminars and other presentations of study results
- Ensure all research project documentation is maintained according to applicable guidelines
- Lead the preparation of reports for relevant committees, the research ethics committee and other major parties of interest





- Plan and organise own workload according to the priorities of the various projects and in particular, the need to anticipate activities, deadlines, risks and opportunities, and be flexible as necessary

Finance and administration

- Management of multiple budgets, monitoring income and expenditure, providing financial reports to funders and forward budgetary and resource planning. Liaison with the University Research and Enterprise Division to review and negotiate contracts
- Set up projects, informing PIs of project setup and changes to budget
- Responsible for purchasing and expenses on projects, ensuring all orders adhere to the college financial regulations and purchasing rules and working closely with internal and external stakeholders to establish appropriate mechanisms where there is no obvious precedent for the required purchasing
- Summarising project budget information for the team and external stakeholders as required, and providing strategic guidance to avoid project overspends, or underspends that limit research delivery
- Have responsibility for management and delivery of staffing and finance of other projects in the Genetic Epidemiology Group

Training

- Undertake training or updates as part of continuing professional development to be familiar with effective project management, Good Clinical Practice, Data Protection Act, Human Tissue Act, and Health and Safety at Work Act
- Regularly review your own training needs and those you line manage and attend to training as necessary

General administration

- To provide administrative organisation for research projects, ensuring that preparation of documents and spreadsheets; arranging and attending meetings, taking minutes as necessary are undertaken through effective delegation of directly
- Liaise effectively with international and external academics, project members and co-ordinators and stakeholders from different organisations, and ensure that managed staff do so
- Coordinate the preparation of papers and manuscripts as required
- Prepare posters, slides and other materials for presentations, conferences and short courses, including for publication
- Maintain accurate project records, ensuring all paperwork is stored in accordance with the department's file structures (both electronic and hard copy)
- Other administrative tasks as required





Other duties

- Promote a positive research culture yourself and by those you line manage and influence, and observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety
- Keep up-to-date with professional issues relevant to your role and with scientific/technical developments that enable you to strategically plan future research and research delivery of the group

Internal and External Relationships

- Supervision and advice will be provided by Prof. Martin Tobin with project-specific supervision by additional academics within the Genetic Epidemiology Group, including Professor Louise Wain and Dr Catherine John
- Liaison and reporting to EXCEED and the Wellcome Discovery Award teams and related collaborators locally, nationally and internationally
- Liaison and reporting to current and future initiatives the Genetic Epidemiology Group, EXCEED and the Wellcome Discovery Award contribute to, such as the UK Longitudinal Linkage Collaboration
- Commercial and industry partners, including pharmaceutical companies
- Third sector, including Asthma and Lung UK
- Patient and Public Involvement/Engagement groups
- Locally, the postholder will liaise with EXCEED Project Manager, Administrators, recruiting staff, Investigators, PPI group and other stakeholders
- Attendance and presentation of work in progress at local, national and international meetings of relevance to the research program
- Effective communication with line manager regarding progress on projects as required

Planning and Organising

Responsible for the project management of the responsibilities described above, including Strategy, Communications, Reports, Finance, Administration, Staff Supervision and Training of EXCEED and the portfolio of projects within the Genetic Epidemiology Group

This may include adaptation of plans and rapid responses to meet the needs of large research consortia and Work largely with minimal supervision whilst maintaining professional levels of support, ensuring that project deliverables are met within agreed delivery schedules

Qualifications, Knowledge and Experience

Essential

- Substantial experience of effective project management, ideally within higher education or the NHS, including large-scale, complex programmes





- Experience of strategic planning
- Experience of managing budgets, financial reporting and providing sound financial management advice to budget holder
- Experience of project funding processes
- Experience of research staff supervision, including coaching, motivation, and managing performance
- Experience of working as part of a team to deliver project support functions
- Experience of setting meeting agendas, coordinating/chairing meetings and taking minutes of meetings
- Working knowledge of clinical research or health data research
- Experience of working with multiple stakeholders
- Experience of working with research participants, and of patient and public involvement
- Understanding of research governance standards and procedures

Desirable

- Working knowledge of administrative and financial processes within a higher education setting
- Knowledge of FEC and grant costing
- Experience of working on research projects involving linked healthcare data
- Experience of working with epidemiologists and software engineers

Skills, Abilities and Competencies

Essential

- Excellent analytical, written and oral communication skills
- Excellent IT skills, including online collaborative tools e.g. Teams, OneDrive, Word, Excel, PowerPoint, e-mail, use of the internet
- Database experience
- Excellent writing and communication skills
- Effective analytical, decision-making and problem solving capability
- Ability to prioritise workload
- Excellent attention to detail
- Ability to develop effective working relationships with staff at all levels
- Ability to work under pressure and to manage multiple tasks simultaneously, successfully meeting deadlines
- Ability to communicate with people at all levels
- Proven ability to work effectively as part of a team
- Ability to use initiative and work independently





- Ability to handle confidential information with tact and discretion
- Willingness to travel, as required and be flexible in terms of working hours
- Excellent analytical, written and oral communication skills
- Skills in developing the skills and careers of those you supervise
- Ability and experience to communicate with the public via the media and social media
- Experience of event planning such as patient and public involvement events or research conferences

Desirable

- Experience in presenting at national and international meetings
- Experience of producing clear and concise financial management information, using appropriate IT packages

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings

Research Passport Requirements

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS indemnity arrangements and the appointee must comply with all such arrangements, including occupational health clearance

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required





University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion

