



Job Title:	NIHR Leicester Biomedical Research Centre Operations Support Manager
Grade:	7
Salary:	£38,205 to £44,263 per annum, pro rata if part-time
Department:	Diabetes Research Centre
Hours/Contract:	Full-time or job share, fixed term contract until 31st November 2027
Job Family:	Management and Administration
Reference:	10396

Role Purpose

This is an exciting opportunity for a self-motivated and enthusiastic individual to lead high-quality operations project management for the prestigious NIHR Leicester Biomedical Research Centre (BRC). Based in the Leicester General Hospital, you will join the NIHR BRC Core Management Group, liaising closely with partner and stakeholder organisations. Your role is critical in ensuring seamless collaboration between academic staff, professional services, and NHS partnerships to deliver translational research for patient benefit. You will support strategic leadership, enhance BRC service quality, and ensure efficient operations across the BRC, College of Life Science, Institute of Precision Health, and Research and Enterprise Division.

The NIHR Leicester BRC, a collaboration between the University of Leicester, University Hospitals of Leicester NHS Trust, Loughborough University, and University Hospitals of Northamptonshire NHS Group, has secured £26.1 million for groundbreaking research in respiratory diseases, cardiovascular diseases, type 2 diabetes, and the effects of inactivity. As one of 20 Biomedical Research Centres nationwide, we expanded to include three new specialty areas: Personalised cancer prevention and treatment, Environment (studying environmental impacts on long-term health conditions) and Using data to understand multiple long-term health conditions and factors specific to ethnic minority populations. We have also expanded our respiratory theme to include infection experts.

Comprising over 200 academics, researchers, and numerous PhD studentships, our BRC fosters collaboration between scientists and clinicians across various funded research themes. Our infrastructure, including buildings and research laboratories, spans multiple hospitals. Our overarching goal is translating scientific breakthroughs into diagnostic tests, preventive measures, and life-saving treatments. We aim to create a collaborative workspace for scientists and clinicians to share findings, emphasising relevance to patients and healthcare professionals. Committed to engaging with experts, including patients, we involve a large group of local individuals to provide insight into the experience of living with illness to help us plan and deliver our impactful research.

<https://leicesterbrc.nihr.ac.uk/>

Resources Managed

You will develop the operations function of the prestigious NIHR Leicester BRC contributing to the development and implementation of the BRC operational objectives supporting BRC theme leads. You





will support the BRC Manager by providing excellent operations management on various projects, accurate and timely management information advice and guidance on University of Leicester internal processes. You will be an active member of the NIHR BRCs Core Management Group, undertaking such duties as required by the BRC Manager, to further improve the delivery of the BRC strategy and objectives.

Main Duties and Responsibilities

Operational Management

- Lead BRC research management, coordinating with the Institute of Precision Health, Schools, and the Research & Enterprise Division (RED) to enhance service quality, efficiency, and continuity. With the BRC Manager develop KPIs and ensure BRC outputs are supported from reporting to staffing.
- Implement and refine work practices and standard operating procedures to improve BRC service quality and effectiveness.
- Develop and execute BRC infrastructure plans to deliver operational strategy at the UHL-University interface, ensuring smooth delivery and governance.
- Work with BRC Theme leads and managers to ensure timely strategy delivery and added value in infrastructure outputs such as impact case studies.
- Contribute to business plans that align with local and national strategy for long-term BRC sustainability.

Project Management

- Oversee BRC projects from inception to completion, ensuring they meet objectives, timelines, and budgets.
- Coordinate project teams, assign tasks, and manage resources effectively.
- Develop project plans with timelines and milestones, and monitor progress.
- Identify and mitigate risks, resolving issues promptly.
- Communicate project status and outcomes to stakeholders.
- Conduct post-project evaluations to identify lessons learned.

Reporting

- Monitor BRC infrastructure performance and implement reporting systems for research activity, publications, and financial data. Provide regular reports to the BRC Manager.
- Develop processes and data collection for annual reporting and strategic planning.
- Prepare annual reports for funding agencies, including statutory reporting to the BRC Executive and NIHR.





- Support the College Leadership Team in organising BRC activities.

Representation

- Collaborate with NIHR Infrastructure in Leicester to develop synergies across research themes and technologies.
- Represent the infrastructure internally and externally, including NIHR and other NHS and university organisations.
- Plan and organise BRC facilities to support high-quality research, overseeing research projects and grant applications.
- Perform additional duties or projects as required by the BRC Manager and Director.

Internal and External Relationships

Work closely with the BRC Director, Manager and Deputy Manager, Theme Leads, Theme Managers and theme staff and both clinical and non-clinical colleagues across the infrastructure.

Work with other areas of the University to develop new/improved processes and supporting systems.

Establish appropriate working relationships with colleagues in the infrastructure and host departments / institutions with whom the BRC interacts and with external bodies, such as CRF, NIHR, `EM CRN, PRC for the fulfilment of particular operational tasks.

Liaise with colleagues within and outside the University on a regular basis in particular the professional services within the College of Life Sciences and Research & Enterprise Division.

Represent and/or promote the NIHR BRC at both internal and external meetings/events to ensure that issues are appropriately represented and acted upon.

Planning and Organising

Support the planning and organising of activity ensuring plans complement and feed into broader operational plans.

Project manage activities to facilitate major operational changes.

Qualifications, Knowledge and Experience

Essential

- A degree in a relevant biomedical science or associated subject.
- Experience of working in research environment*
- Experience in a research project/Study management role*





- Experience of working in a busy and complex working environment, to ensure a highly professional approach to work*
- Experience of managing the activities of self or others

Desirable

- A project / process management qualification

Skills, Abilities and Competencies

Essential

- Demonstrate adaptability and willingness to respond to the varying requirements of a demanding and complex role, including responsiveness to changing circumstances and the ability to master a new topic quickly
- IT skills including use of the internet, word-processing, spreadsheets and databases with experience of manipulating data*
- Effective oral and written skills to communicate effectively with staff*
- Ability to demonstrate a high level of self-motivation, including the ability to work independently on own initiative and with scrupulous attention to detail.
- Excellent written and oral communication skills,
- Ability to write complex reports
- A high level of interpersonal and time management skills
- Ability to generate original ideas and solutions.
- The ability and willingness to represent the Leicester BRC and University at external and internal meetings effectively.
- Be able to demonstrate a high level of commitment to the requirements of the post and the aims of the Leicester BRC and University
- Flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital)

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

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.





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.

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 equity 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.

