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| Job Title: | PICANet Project Support Manager |
| Grade: | 6 |
| Salary: | £32,546 to £37,174 per annum, pro rata if part-time |
| Department: | Population Health Sciences |
| Hours/Contract: | Full-time, or job share considered, fixed term contract until 30 September 2025 |
| Job Family: | Management and Administration |
| Reference: | 11528 |

The Paediatric Intensive Care Audit Network (PICANet) is a multidisciplinary collaboration between the University of Leeds and University of Leicester. PICANet is an international audit of paediatric intensive care activity collecting data on all children referred, retrieved, and admitted to paediatric intensive care units in the UK and the Republic of Ireland. It is a project helping to continually improve how we treat and care for children in paediatric critical care (PCC).

Role Purpose

Under the supervision of the Senior Project Manager (Leeds) and the Principal Investigator (Leicester) you will be responsible for ensuring the smooth running and delivery of PICANet through the provision of proactive, professional and confidential project management and administrative work. Your role is to ensure that all objectives of the project are coordinated to meet funder requirements. The team works hybridly but you would be expected to be in the office (Leicester) one day per week.

Main Duties and Responsibilities

Project Support

Proactive administrative support to the Senior Project Manager and project team:

- Develop a clear understanding contractual deliverables and associated deadlines for the project which are set by the Senior Project Manager. Track team performance against the deliverables, identify barriers before they become problems and highlight them to the Senior Project Manager making recommendations or solutions.
- Coordinate the continual maintenance of up-to-date regulatory protocols
- Organise and represent PICANet at meetings locally and nationally to further the aims of the project. Deputise for the Senior Project Manager at meetings if required.
- Act as key contact for PICANet with paediatric intensive care services and respond to queries from internal and external stakeholders.

Reports to funders

- In preparation of funder meetings co-ordinate with team members to ensure completion of project progress reports and documentation, ensure all milestones and deliverables are being met according to funder requirements.
- Present summarised study progress reports and updates at funder meetings, respond to funder queries, delegate and co-ordinate meeting outcomes and further actions.

Reporting to external stakeholders

Under the guidance of the Senior Project Manager who sets the workplan and timescales:



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- Support the team in the production of the annual PICANet report by setting deadlines for including lay summaries, infographics and associated publications.
- Support the team in the development of reports including writing, data visualisation, content editing and liaising with other report authors for comments.

People

- Coordinate the day-to-day organisation of the PICANet team with direction from the Senior Project Manager.
- Proactively identifying potential obstacles to the progress of projects and providing solutions, or making strategic changes in order to progress the project.
- Identify and make recommendations for improvements to contribute to the continuous operational improvement of the PICANet programme.

Governance and finance

- Provide guidance on governance queries related to PICANet including maintaining of PICANet regulatory approvals such as Research Ethics Committee approval.
- Work with the PI to oversee budgetary planning process for the programme, including planning of resources and development of future budget requirements.

Internal and External Relationships

- PICANet is a multi-disciplinary team based across the Universities of Leeds and Leicester and you will be expected to work closely with the entire team.
- You will be expected to liaise with the paediatric critical care community; organising meetings and representing PICANet locally, regionally and nationally.
- Liaise with our various funders including NHS England; Healthcare Quality Improvement Partnership and equivalents within the Devolved Nations and Republic of Ireland.

Planning and Organising

- Plan and prioritise own work activities with guidance from Senior Project Manager and PI, to ensure operational efficiency, responding to new pressures/priorities from the project team and/or stakeholders as they arise.
- Prioritise the team's work and requirements in addition to own workload to ensure operational efficiency within the research group.
- Ensure your own work, and the work of the team, meets the high standards required for the successful running of PICANet

Qualifications, Knowledge and Experience

Essential

- Degree level education or equivalent (or near completion) plus work experience in a relevant role*
- Experience of working in an academic or NHS setting. *
- Familiarity of NHS organisation structures that relate to PICANet. *
- Exceptional attention to detail*
- Experience of working/responding independently and dealing with unforeseen problems and



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circumstances.

Desirable

- Knowledge of NHS paediatric services and basic paediatric medicine. *
- Experience of producing reports for UK and devolved nation governments. *
- Good knowledge of research governance

Skills, Abilities and Competencies

Essential

- Proven written and verbal communication skills.
- Proven management skills. *
- Ability to identify work priorities and those of others.
- Good IT skills. *
- Awareness of issues of confidentiality.
- Ability to assess data and information, and to identify problems.

Desirable

- Ability to travel to quarterly stakeholder in person meetings.

****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 and Disclosure and Barring Service (DBS).

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



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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.



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