



Job Title: Research Programme Manager

Grade: 8

Salary: £50,253 to £56,535 per annum, pro-rata

Department: Respiratory Sciences

Hours/Contract: Part-time (0.2 FTE, 7.5 hours per week) fixed term contract till 09 May 2028

Job Family: Management and administration

Reference: 12910

Role Purpose

As Programme Manager you will report directly to Professor Chris Brightling. You will be responsible for overseeing the management of a number of respiratory studies including PHOSP-COVID, a large UKRI/NIHR UK study involving in excess of 35 research institutions, and over 80 UK participating sites and various work packages. You will ensure that the staff and equipment necessary to run the research programmes are in place; managing staff working on the programmes.

You will be responsible for the initiation, organisation and administration of collaborative research programmes, co-ordinating principal investigators and managing the activities of trial staff. Additionally you will manage project budgets for the study and maintain oversight of communications and aligned research funding applications through regular interaction with External Relations Division and Research and Enterprise Division.

You will be expected to work independently as well as part of a wider team involving a broad range of stakeholders. In particular, you will work closely with the Sponsor office, senior management within partner organisations, institutional research support services, and study delivery and academic staff across participating institutions. Additionally, you will have line management responsibilities for the project management team.

Resources Managed

- Budgets and funding: Manage research budgets, grants, financial tracking, and reporting.
- People and time: line management of project management team. Coordination of multidisciplinary research teams, workloads, timelines, and milestones.
- Research infrastructure: Oversee trial equipment, facilities, software, and data systems.
- Data, compliance, and partners: Manage ethics and regulatory requirements and external collaborators.





Main Duties and Responsibilities

Programme and its projects: To be responsible for the set-up, conduct, close-down and reporting of respiratory & infection research programmes, including:

- Maintaining oversight of the progress of the programme with respect to the plan.
- Organising steering committee, scientific advisory board, executive board and other committee meetings in line with Governance structure
- Being proactive in identifying potential obstacles to the progress of the programme and providing solutions, or making strategic changes in order to progress the programme.
- Ensuring sponsorship, ethics and organisational approvals and registrations are in place for prior to start, and maintained throughout, in accordance with local and national guidance and legislation.
- Ensuring that contractual arrangements are in place between UoL and its partners within the context of the programme, such arrangements protecting the university's financial and legal interests, and ensuring adequate indemnity arrangements.
- Working with other named research staff and NHS colleagues to facilitate arrangements and ensure systems are in place for the smooth conduct of programme within the host environment
- Providing key input to grant applications and all associated documentation, working alongside Primary Investigators using specialist knowledge of funders and processes.

Resources and Finances: To be responsible for the management of programme grant budgets, ensuring that costs are attributed correctly, and that University and Trust policies are adhered to, including:

- Planning expenditure against own study budgets, oversee and monitor the budget for the study the post has responsibility for.
- Managing delegated budgets with due diligence, and submitting financial information for budgeting purposes.
- In conjunction with RED prepare general and finance progress reports for study.

People: Line management responsibilities for staff in the project management team as well as supervising the activities of staff working on the grants.

Communication: To coordinate and support the activities of Trial Management Groups, Steering and Data Safety Monitoring Committees. To be a point of communication for all study stakeholders including research team, funding bodies, sponsor, collaborative groups and participating sites.

To represent the NIHR Biomedical Research Centre at external conferences/meetings where required. Attending relevant University/Divisional meetings and representing the programme at meetings and committees as required.

To manage and maintain the research group's website, and social media outputs with support from UHL and University external relations team.

Communication with investigators (from multiple UK sites), institutional contact points and new partners including industry.





Internal and External Relationships

Internal relationships: NIHR BRC staff, School of Medicine, Research Support Office, Research and Enterprise Division, Human Resources, External Relations, IT Services, UHL/UoL Joint Research and Innovation Office

External relationships: research funding bodies, NHS Trusts, HEIs, NIHR Research Delivery Networks, NIHR Research Support Service, MHRA, other regulatory agencies, commercial companies.

Planning and Organising

- Contribute to planning the strategic direction within NIHR BRC and Respiratory Sciences
- Lead the planning and organisation of an efficient and effective study management function
- Effectively organise and prioritise a heavy and complex workload to meet short-, medium- and long-term deadlines including managing own time and workload to support the study objectives
- Establish clear roles and responsibilities for self and others
- Adapt work plans in response changing circumstances
- Set priorities in conjunction with team and area objectives

Qualifications, Knowledge and Experience

Essential

- A master's degree in a science or associated subject with extensive experience of working in translational clinical research*
- Extensive experience in working in respiratory medicine and in the area of Long-COVID Research*
- Working knowledge and understanding of UKRI/NIHR funding processes and funding landscape
- Knowledge and understanding of current NIHR infrastructure and University approaches*
- Experience of managing the activities of self and others*
- Detailed knowledge and understanding of financial management of large research programmes
- Extensive experience of working in project management*
- Full understanding of the regulatory approval process and evidence of managing submissions and amendments for clinical research. Evidence of ICH-GCP Certification*
- Experience in working with academic and commercial companies for research studies and clinical trials set up, management, monitoring and archiving*
- Knowledge of research agreements and associated documents required to set up a research programme*
- Experience of coordinating and managing research consortia including client management*

Desirable





- Knowledge of research agreements and associated documents required to set up a research programme
- Successful contract negotiations for complex research projects
- Experience of coordinating and negotiating industry research development including client management
- Evidence of developing robust processes and procedures
- A network of contacts relevant to research including industry
- Previous experience in strategic planning within clinical study
- Experience in preparing publications and submitting successful grant applications UKRI, charities and Industry

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

Skills, Abilities and Competencies

Essential

- Ability to conduct complex multi-disciplinary meetings effectively and efficiently, resulting in clear outcomes and progress
- Ability to assimilate complex, detailed information and to reproduce it in a clear, consistent accurate and appropriate format, dependent on purpose and audience
- Ability to build productive working relationships with internal and external staff at all levels of seniority, using effective negotiation, diplomacy and influencing skills
- Able to work on own initiative and problem solve*

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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 encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance





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

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

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.

