

Job Title: Project Consortia Manager (JPIAMR)
Grade: 6
Salary: £32,546 to £37,174 per annum
Department: Genetics, Genomics and Cancer Sciences
Hours/Contract: Part-time (15 hours per week) and fixed-term to 31 March 2028
Job Family: Management and Administration
Reference: 11595

Role Purpose

The post-holder will be based within the Centre for Phage Research at the University of Leicester.

As the Project Consortia Manager for a Joint Programming Initiative on Antimicrobial Resistance (JPIAMR), you will work with the academic PI, partners and other key stakeholders to ensure the effective delivery of the JPIAMR project, over a period of three years. The main focus of the role is to manage the JPIAMR Consortium, comprising seven international partners, with a research focus in order to achieve the deliverables and milestones set according to the necessary timeframes and budget. The research aims to generate pivotal information on how to optimally combine bacteriophages and antimicrobials by using several infection models – in silico, in vitro, ex vivo, cell culture, patient-derived organoid models, and murine animal models. The project will also investigate the emergence of phage resistance and development of antibodies in animals receiving long-term treatment with phages.

Key to this role will be the management of complex tasks with a research focus and the coordination of multiple stakeholders across the globe. Skill and dexterity in this role, as well as an understanding of microbiology, pharmacology and animal models, are essential to ensure the JPIAMR project is delivered on time, to scope and with high impact.

Main Duties and Responsibilities

- Coordinate day to day communication within the project consortium that comprises of seven international partners. The role will require a research focus tracking project progress against deliverables and milestones. You will coordinate between partners – the sharing of knowledge to ensure milestones are met. You will organise project meetings and follow up on actions with regard to project plans to agreed timelines.
- Liaise with the Research Office in Bristol and post-award at the University of Leicester to establish good operating practices for financial management and ensure that interim progress reports, financial reports, project reports are delivered by the team at required intervals.
- Pro-actively build relationships with consortium members and their groups to fully deliver on expected scientific and societal research impacts. Act as the first point of contact with consortium members for all matters concerning the JPIAMR project to provide advice and guidance
- Manage communication activities of the project via email, Microsoft Teams and social media with consortium members
- Summarise findings, record, and disseminate data and information where appropriate to members of the research groups and provide documentary evidence of research impact to measure the success of the project.





- Coordinate between partners to ensure that scientific research papers for peer review and publication, as well as abstracts and posters for local, national and international conferences, and ensure research achievements are adequately and appropriately delivered by other members of the consortium.

Professional Development:

- Duties and opportunities to engage in work that support your own professional development.

Impact and Knowledge Exchange:

- Participate in workshops and conferences to support the dissemination of research findings.
- Network and contribute to the maintaining and furthering of the wider research programme and research area.

Leadership and Citizenship:

- Contribute to the overall success of the research programme

Internal and External Relationships

- Regular meetings with members of the programme research group
- Meeting members of the department for critical discussion of the research and exchange of new ideas and approaches that might benefit the research
- Liaison with external collaborators

Planning and Organising

- The post-holder will be required to effectively manage their time to deliver on the priorities of the research programme with the support of their line manager.
- Prioritise tasks within agreed work schedules
- Plan for specific aspects of research incorporating issues such as deadlines, project milestones and overall research aims
- Adapt daily and weekly plans to accommodate new developments and be flexible to the changing priorities of the research project
- Attend suitable training courses or equivalent and be proactive in terms of continued professional development.

Qualifications, Knowledge and Experience

Essential

- Technical or scientific education to HNC or NVQ4 level*





- Project management experience from project initiation to study completion with evidence of objectives and deliverables met. Managing all aspects of project administration including financial, legal, and reporting*
- Experience of supporting a research lab to progress projects*
- Experience of working within a multi-disciplinary research or project group *
- Practical experience and knowledge of applying research skills and techniques to deliver outputs on time and to the required quality*
- An understanding of microbiology research, pharmacology and animal models*
- Budget management skills*

Desirable

- Evidence of Honours Degree or Masters qualification in a relevant subject and/or relevant experience*
- Experience of supporting collaborative/partnerships centred on phage biology in Higher Education
- A PhD or currently studying for a PhD

Skills, Abilities and Competencies

Essential

- Willingness and ability to work with internal and external stakeholders*
- Ability to plan and manage multi-partner research projects demonstrating excellent personal organisation and time management*
- Able to perform effectively under pressure to demanding deadlines, work independently and prioritise competing demands
- Excellent communication skills – written and verbal evidenced by the ability to communicate complex information *
- Evidence of working effectively as part of a team and the ability to work independently
- Proven IT skills, including use of Microsoft Office Word, Excel, PowerPoint*
- Flexibility and attention to detail, with the ability to work to tight deadlines and manage conflicting priorities*

Desirable

- Commitment to continuous professional development (CPD) and to keep abreast of developments in the field of phage therapy
- Ability to use software to track budgets
- Previous track record of booking travel, arranging meetings
- A desire to support research within the field of phage therapy

****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.

NHS Research Governance

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 research governance arrangements and the appointee must comply with all such arrangements, which may include occupational health clearance and DBS clearance.

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.

