

Job Title: Project Manager

Grade: 7

Salary: £38,205 to £44,263 per annum, pro-rata

Department: Respiratory Sciences

Hours/Contract: Part-time (0.6 FTE, 22.5 hours per week) fixed term contract until 31 May 2027

Job Family: Management and Administration

Reference: 10659

Role Purpose

The post holder will work with the OGA community co-leads (Dr Eva Krockow, Dr Michael Biddle and Dr Harvinder Virk – line manager) to deliver an MRC-UKRI funded project to improve the way researchers choose and use antibodies in their work. This is an important problem that impacts the integrity and reproducibility of research

Overall project and role of project manager

The approach used by the project is:

- To increase researcher awareness and capabilities for best practices, using an education and awareness campaign
- To develop evidence-based guidelines and materials to enable the optimal use of current databases
- To develop a limited database of interstitial lung disease relevant antibodies with robust characterization data
- To work with industry partners, research funders and publishing partners to develop internationally endorsed action plans for these stakeholders to improve the use of antibodies in research. This will use Delphi methodology and will be informed by working group discussions. The anticipated specific outputs are modifications to applicant and author guidelines at participating funders and publishers respectively. These will be trialed in future work.

The primary role of the project manager will be to co-ordinate between stakeholders, partners and the project team to deliver 1. and 4. above. Specifically, it will involve the following with support from the OGA co-leads (see below for further details):

- Collaborating with external partners to develop and distribute educational and awareness materials and events
- Facilitating our social media and other outreach activities
- Delivering key aspects of the Delphi study
- Assisting the wet lab team, led by Dr Biddle to co-ordinate the receipt and inventory of materials from project partners working with Dr Virk to identify and realize opportunities for future funding and community sustainability – e.g. communication with funding partners to explore alignment between potential future activities and their remits





Main Duties and Responsibilities

Research:

- Support the development and administration of the Delphi study, including facilitating ethics submissions updates, the writing of initial proposals in collaboration with working groups.
- Assisting the wet lab team to co-ordinate the receipt and inventory of materials from project partners
- working with the team to identify and realize opportunities for future funding and community sustainability – e.g. communication with funding partners to explore alignment between potential future activities and their remits.
- Draft/ contribute to reports (e.g. meeting reports, or funder feedback reports) and manuscripts for peer-reviewed publications

Project Management:

- Monitor progress across the project and help to motivate and co-ordinate the team to achieve the timelines and milestones.
- Act as first point of contact with external stakeholders for all matters concerning the OGA projects
- Manage communication activities of the project via email, teleconference, website and social media with consortium members.
- Build relationships with key external stakeholders to fully deliver on expected research impacts (scientific, clinical, economic, societal). Provide documentary evidence of research impact to measure the success of the project.
- Support financial administration of the projects
- Pro-actively build networks and collaborations

Financial Management

- Tracking expenditure on OGA community projects
- Managing financial reporting requirements by liaising with funders and institutional teams
- Tracking receipt of goods and in-kind contributions from partners
- Facilitating best use of funds e.g. for outreach programme

Impact and knowledge exchange:

- Work with external partners to develop and distribute educational and outreach program including social media, website and events





- Work to identify and realize opportunities for future funding and community sustainability – e.g. communication with funding partners to explore alignment between potential future activities and their remits

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

You will be required to effectively manage your time to plan your research activity and to deliver on the priorities of the project

- 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

Qualifications, Knowledge and Experience

Essential

- A PhD (or working towards) in a relevant area of Psychology or Biological/Medical Sciences
- Project management experience with evidence of objectives and deliverables met within academic sector
- Working within a multi-disciplinary team(s)
- A clear understanding of research culture and practices and evidence of commitment to good research culture.
- Evidence of strong written and verbal communication*

Desirable

- Formal project management training
- Experience of outreach and science communication experience*
- Experience (with evidence) of multi-stakeholder consensus building
- Knowledge and experience relevant to antibody validation e.g. molecular biology and or immunostaining techniques*
- Previous experience of managing UKRI funded research projects successfully





Skills, Abilities and Competencies

Essential

- Willingness and ability to work with internal and external stakeholders
- Ability to plan and manage multi-partner, multi-disciplinary 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*
- Working towards independence and ability to be involved in collaborative research
- Possess good presentation skills
- 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

- Ability to keep up to date with the ever changing HE research context
- Ability to learn and operate new systems and processes quickly, such as the and the University's project costing package*
- Willing to travel abroad

****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 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.

