



**Job Title:** BHF Research Excellence Centre Manager  
**Grade:** 8  
**Salary:** £48,350 to £54,395 per annum. pro-rata if part-time  
**Department:** Cardiovascular Sciences  
**Hours/Contract:** Full-time or job share, fixed term contract until 30 September 2029  
**Job Family:** Management and Administration  
**Reference:** 10429

## Role Purpose

This role will help to locally deliver the British Heart Foundation Research Excellence Award (REA). The University of Leicester was awarded a Research Excellence Award for £3 million over five years. Under the leadership of Professor Andre Ng, a new Centre of Research Excellence will be developed. The Centre will build on our established world-leading cardiovascular research with three research themes, 'Discovery', 'Interventions' and 'Populations'. Working with many of our Centres of research excellence for diabetes research; artificial intelligence, data analytics and modelling; environmental health and sustainability and ethnic health research demonstrating world leading research will be at the forefront of the Centre's strategy and growth.

This is a very exciting and prestigious venture that requires a strong managerial lead. The post-holder will have an important role in ensuring the smooth delivery of this award. They will be an active member of the senior leadership team of the Centre, contributing to the development and implementation of the strategy, business development and financial health of the Centre.

The post-holder will be an ambassador for the Centre showcasing the capabilities of the Centre and encouraging good relationships with a wide range of stakeholders.

## Main Duties and Responsibilities

- Support with the initial setting up of the Centre, including managing the recruitment process.
- Manage resources/budgets within allocated project/area where appropriate to ensure maximum value is delivered for resources deployed
- To monitor the performance of the Centre and to develop appropriate reporting systems including those related to research activity and finance
- Develop and manage a regular seminar programme
- Organise an annual symposium
- Co-ordinate joint activities with other BHF Centres of Research Excellence
- Providing advice and guidance to Chief and Principal Investigators on applications, recruitment and finance processes for projects within the REA remit
- Maintaining oversight of the progress of projects and ensuring they are within the REA remit
- To provide management of the business functions including project management support, capture of outcomes and analysis of staffing levels.
- Contribute at senior management level to the Centre programme strategy and administrative planning





- Core management support to the Director in the day-to-day management of the Centre including ad hoc support of Director work priorities and meeting arrangements
- To undertake and resolve complex staffing and finance discussions with senior level staff
- Work with Academics to provide reporting data for Centre outputs for both internal and funder reports

## People

To be responsible for the recruitment, training and development of staff required to support the Centre, so that a delivery of high-quality standards is achieved including:

- Becoming involved with the recruitment, appraisal and development of staff
- Provide line management and oversight for the Centre administrator
- Attending relevant University/Divisional/Steering meetings and representing the Centre at meetings and committees as required
- To work with the Centre Director and Head of Department to provide leadership and co-ordination of research.

## Resources and Finances

To be responsible for the management of Centre budgets; ensuring that costs are attributed correctly, and that University policies are adhered to, including:

- Provide high-level financial management for the Centre including: resource management, income and expenditure, financial planning, and project management.
- Ensuring that resources are deployed appropriately and in compliance with university policy and regulations.
- Ensuring that research costs incurred by the University of Leicester and other bodies are met through the existing budget, or if necessary, that other arrangements are made to do so.
- Completing the necessary finance tools/software packages such as worktribe
- Managing the procurement of hardware and consumables required for the Centre/Projects in accordance with the University's Standing Financial Instructions
- Managing delegated budgets with due diligence, and submitting financial information for budgeting purposes
- Ensuring any funders terms/conditions and reporting mechanisms are adhered to and in place





**Internal and External Relationships**

Internal relationships: All CVS/Centre staff, College of Life Sciences, Research Support Office, Research and Enterprise Division, Human Resources, IT Services, UHL/UoL Joint Research and Innovation Office

External relationships: BHF, other BHF Centre's of Research Excellence, External Scientific Advisory Group and other regulatory agencies

**Planning and Organising**

Lead the planning and organisation of an efficient and effective Centre

Effectively organise and prioritise a heavy and complex workload to meet short-, medium- and long- term deadlines

Establish clear roles and responsibilities for self and others

Adapt work plans in response to changing circumstances

Set priorities in conjunction with team and area objectives

Meticulous document, data and financial management

**Qualifications, Knowledge and Experience**

**Essential**

- A degree or equivalent qualification\*
- Evidence of formal postgraduate courses and continuing professional development
- Evidence of involvement in a Research Centre, institute or science-related industry\*
- Relevant previous experience of administration of project management\*
- Significant demonstrable experience of managing staff, systems and procedures\*
- Experience of working in a research environment

**Desirable**

- Project Management Qualification, PRINCE 2 or equivalent\*
- Awareness of Clinical Governance Requirements
- Experience of working on funding applications including; BHF, NIHR, UKRI and Industry

**Skills, Abilities and Competencies**

**Essential**

- Ability to work to deadlines\*
- Ability to work independently and as part of a team
- Ability to project manage large-scale awards





- Effective communication skills, able to communicate and work effectively with a wide variety of individuals and professional groups
- Proven ability to analyse and resolve complex issues\*
- Ability to analyse information and develop into draft reports and documents\*
- Ability to service committees
- Excellent interpersonal skills
- Ability to organise and prioritise workload and make sound decisions
- Ability to communicate plans and work programmes to members of the Centre to meet objectives of the overall project

***\*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**

**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 equity, diversity and inclusion.

