

<b>Job Title:</b>	Research Manager in Precision Medicine
<b>Grade:</b>	7
<b>Salary:</b>	£38,205 - £44,263 per annum, pro-rata if part-time
<b>Department:</b>	Population Health Sciences
<b>Hours/Contract:</b>	Full-time, part-time (minimum 0.5 FTE 18.75 hours per week), or job share, fixed term contract until 31 December 2026
<b>Job Family:</b>	Management & Administration
<b>Reference:</b>	10432

### Role Purpose:

The Genetic Epidemiology Group is a vibrant group of 39 staff and PhD students undertaking research aimed at improving drug discovery and precision medicine. Its portfolio includes:

- Leading an £8.8M, 8-year, 3-institution Wellcome Trust Discovery Award “Applying a multidisciplinary approach to defining molecular pathways in lung function impairment”;
- Leading a 25-year cohort study of 11,000 local participants, EXCEED, with genomic, multi-omic and linked electronic healthcare record data used in 70 research projects to date;
- A broad portfolio of projects funded through research councils, charities, NIHR, and industry collaborations supporting precision medicine research
- Career development of researchers – the group has a strong track record of its researchers securing fellowships, academic posts and promotions
- Effective patient and public involvement and engagement and engagement with the wider researcher community (in 2023 this included a 10-year anniversary event and media activities for the EXCEED Study and “Respiratory Genomics 2023”, an international conference hosted in Leicester)

The Research Manager will work closely with Professor Martin Tobin, Professor Louise Wain, and Dr Catherine John in day-to-day local operational and strategic management of the research programme, the EXCEED Study and the Genetic Epidemiology Research Group.

This will include project management of multiple research projects and contributing to strategic research development of the research portfolio. The post-holder will be expected to assist Professor Tobin to strategically plan, develop and manage the administrative aspects of the Genetic Epidemiology Group’s portfolio of projects.

The post holder will be responsible for overall management of projects including finance activities, project interactions and deliverables. The post requires an experienced, self-motivated individual with excellent organisational and communication skills to ensure the completion of projects to time and target. The post holder will have the ability to work autonomously and will demonstrate excellent attention to detail. The postholder will be responsible for identifying, establishing and running project management structures to oversee and manage research projects. The post holder will provide administrative support to ensure that meetings are arranged, sub-contracts are set up with external research groups, and that research activities are carried out smoothly with milestones in research progress achieved and reported on. The work requires the project holder to handle a varied workload, with an understanding of multicentre academic and clinical research collaborations, excellent attention to detail and confidentiality of data and other information. The ability to communicate the underlying medical and scientific rationale of projects to a wide professional audience is essential.





The post may require some travel to other UK centres. The postholder will also be required to carry out the drafting of documents for the research team, the writing of reports, and assist in editing and preparing manuscripts for publication

## Resources Managed

Budgetary management of research finances and other research funding.

Supervision of members of staff in managing EXCEED, the Wellcome Discovery Award and the grant portfolio and facilitating effective working of a diverse multidisciplinary research team.

Management of EXCEED and other datasets, ensuring effective data management and safe and effective utilisation of datasets by trusted parties.

Effective liaison with all stakeholders including PPI groups, the third sector, health and social care sector, commercial sector and Higher Education Institutes.

## Main Duties and Responsibilities

### Strategy

- Take responsibility for the day-to-day local operations of EXCEED and the Wellcome Discovery Award, liaising with collaborators as needed
- Take overall responsibility for the day-to-day operations of the EXCEED study, supervising administrative staff (currently 1.6 WTE), liaising with investigators, collaborators and stakeholders as needed
- Manage day-to-day activities related to new recruitment from minority ethnic communities
- Keep up to date with progress across collaborating sites, with regard to project milestones, highlighting challenges or potential issues, and suggest solutions
- Support grant applications where required, for example through liaison with the Research and Enterprise Division team via the Worktribe database
- Risk assessment and mitigation for projects
- Manage conflicting priorities and views in the team or collaborators
- Ensure that the research studies adopt and integrate the best research practice, including data and sample integrity and best practice in data utilisation for research

### Communications

- Act as the main point of communication for EXCEED and the Wellcome Discovery Award for the teams at collaborating sites
- Have an in-depth knowledge of EXCEED and the Wellcome Discovery Award to be able to respond to queries.
- Schedule project consortia meetings and events
- To keep all relevant staff informed of the progress of projects





- Work closely with the investigators, collaborators and their teams across organisations for effective project management.

## Reports and applications

- Work with Prof Tobin to prepare and report against timelines for all projects and project activities
- Draft Independent Scientific Advisory Board reports for EXCEED and the Wellcome Discovery Award, with the support of the line manager
- Coordinate sub-contracts to other institutions
- Write up reports for and from Scientific Advisory Boards, taking notes at meetings
- Coordinate responses to internal and external requests for information
- Publicise the work of the research group with the PPIE team
- Prepare and disseminate material to share study results and developments with participants
- Ensure all research project documentation is maintained according to applicable guidelines
- Contribute to preparation of reports for relevant committees, the research ethics committee and other major parties of interest
- Plan and organise own workload according to the priorities of the various projects and be flexible as necessary.

## Finance and administration

- Management of multiple budgets, monitoring income and expenditure, and forward budgetary and resource planning. Liaison with the University Research and Enterprise Division to negotiate contracts
- Inform PIs when projects are set up and of any changes to budget allocations
- Responsible for purchasing and expenses on projects, ensuring all orders adhere to the college financial regulations and purchasing rules
- Summarising project budget information for the team and stakeholders as required
- Assist with finance of other projects in the Genetic Epidemiology Group

## Training

- Undertake training or updates as part of continuing professional development to be familiar with applicable regulations such as Good Clinical Practice, Data Protection Act, Human Tissue Act, and Health and Safety at Work Act
- Regularly review your own training needs and attend to training as necessary

## General administration





- To provide administrative organisation for research projects, with duties including preparation of documents and spreadsheets; arranging and attending meetings, taking minutes as necessary
- Liaise effectively with international and external academics, project members and co-ordinators and stakeholders from different organisations
- Maintain accurate project records, ensuring all paperwork is stored in accordance with the department's file structures (both electronic and hard copy)
- Other administrative tasks as required

### Other duties

- Contribute to a positive research culture and observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety
- Keep up to-date with professional issues relevant to your role

### Internal and External Relationships

- Supervision and advice will be provided by Prof. Martin Tobin with project-specific supervision by additional academics within the Genetic Epidemiology Group, including Professor Louise Wain and Dr Catherine John
- Liaison and reporting to EXCEED and the Wellcome Discovery Award teams and related collaborators locally, nationally and internationally
- Liaison and reporting to current and future initiatives the Genetic Epidemiology Group, EXCEED and the Wellcome Discovery Award contribute to, such as the UK Longitudinal Linkage Collaboration
- Patient and Public Involvement/Engagement groups
- Locally, the postholder will liaise with EXCEED Project Manager, Administrators, recruiting staff, Investigators, PPI group and other stakeholders
- Attendance and presentation of work in progress at local meetings of relevance to the research program
- Effective communication with line manager regarding progress on projects as required

### Planning and Organising

Responsible for the project management of the responsibilities described above, including Strategy, Communications, Reports, Finance, Administration, Staff Supervision and Training of EXCEED and the portfolio of projects within the Genetic Epidemiology Group

This may include adaptation of plans and rapid responses to meet the needs of large research consortia and Work largely with minimal supervision whilst maintaining professional levels of support, ensuring that project deliverables are met within agreed delivery schedules





## Qualifications, Knowledge and Experience

### Essential

- Substantial experience of effective project management, ideally within higher education or the NHS, including large-scale, complex programmes
- Experience of managing budgets, financial reporting and providing sound financial management advice to budget holder
- Experience of project funding processes
- Experience of working as part of a team to deliver project support functions
- Experience of setting meeting agendas, coordinating/chairing meetings and taking minutes of meetings

### Desirable

- Experience of research staff supervision, including coaching, motivation, and managing performance
- Working knowledge of administrative and financial processes within a higher education setting
- Knowledge of FEC and grant costing
- Experience of strategic planning
- Working knowledge of clinical research, and health data research
- Understanding of research governance standards and procedures
- Experience of working on research projects involving linked healthcare data
- Experience of working with epidemiologists and software engineers

## Skills, Abilities and Competencies

### Essential

- Excellent analytical, written and oral communication skills
- Excellent IT skills, including online collaborative tools e.g. Teams, OneDrive, Word, Excel, PowerPoint, e-mail, use of the internet
- Database experience
- Excellent writing and communication skills
- Effective analytical, decision-making and problem solving capability
- Ability to prioritise workload
- Excellent attention to detail
- Ability to develop effective working relationships with staff at all levels
- Ability to work under pressure and to manage multiple tasks simultaneously, successfully meeting deadlines
- Ability to communicate with people at all levels
- Proven ability to work effectively as part of a team
- Ability to use initiative and work independently
- Ability to handle confidential information with tact and discretion
- Willingness to travel, as required and be flexible in terms of working hours
- Excellent analytical, written and oral communication skills

### Desirable





- Skills in developing the skills and careers of those you supervise
- Ability and experience to communicate with the public via the media and social media
- Experience in organising large research participant events
- Experience in organising research conferences
- Experience in presenting at national and international meetings
- Experience of producing clear and concise financial management information, using appropriate IT packages

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

**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

**Research Passport Requirements**

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 indemnity arrangements and the appointee must comply with all such arrangements, including occupational health clearance.

**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.

**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

