



**Job Title:** Electrophysiology Project Manager  
**Salary:** £39,105 to £45,163 per annum, pro-rata if part-time  
**Grade:** 7  
**Department:** Cardiovascular Sciences  
**Hours/Contract:** Full-time, part-time (minimum 0.8FTE, 30 hours per week) or job share considered, fixed term contract until 31 January 2027  
**Job Family:** Teaching and Research  
**Job Reference:** 11040

## Role Purpose

You will work with Professor André Ng and members of the Electrophysiology Research Group (EpRG) to provide project oversight and support to the electrophysiology research portfolio. The primary project will be a British Heart Foundation funded project looking at the roll-out of virtual wards for the treatment of acute Atrial Fibrillation (AF). Building on the award-winning AF virtual ward, implemented at the Glenfield Hospital (part of the University Hospitals of Leicester NHS Trust - UHL), the purpose of this project is to assess the wider implementation of an AF virtual ward in three other NHS trust settings in order to inform a 'blueprint' document to be provided nationally to NHS trusts who wish to set up an AF virtual ward in the future.

You will be based at the Glenfield hospital and will co-ordinate project activities between stakeholders, partners and the core project team as well as work independently in order to set-up and monitor the project against pre-specified milestones, and the production and dissemination of project outputs.

You will also provide project oversight and support as directed by the Electrophysiology Research Manager on a number of other smaller projects currently being undertaken by the EpRG.

## Main Duties and Responsibilities

- To be a leading member of the project team, accountable to the Electrophysiology Research Manager, providing leadership and project management expertise in order to develop, organise and manage the project. This includes the development and finalisation of the final 'blueprint' document to be shared with UK NHS trusts to use as a guide to implement an AF Virtual Ward.
- Be responsible for the project progress and help to motivate and co-ordinate the team to achieve the timelines and milestones.
- To develop Patient and Public Involvement activities ensuring input into the AF Virtual Ward 'blueprint' and wider dissemination.
- Act as first point of contact with external stakeholders for all matters concerning the project including communication activities via email, teams, teleconference, website and social media.
- Pro-actively build networks and collaborations by undertaking wider stakeholder engagement to highlight the development of the blueprint for NHS trust uptake. Provide documentary evidence of scaling impact to measure the success of the project.
- Support financial administration of the project.





- To organise regular project management meetings, present project updates and contribute to funder reports.
- With the support of colleagues, identify opportunities to apply for further project grants.
- Provide project management skills to the EpRG on a number of smaller EP projects including pilot studies involving clinical research.

## Internal and External Relationships

- Regular meetings with participating NHS trusts
- Meeting members of the CVS 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 the project 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 project;
- Be able to recognize circumstances that require the involvement of senior staff
- Co-ordinate and oversee the project through effective communication with the Electrophysiology Research Group, University Research and Enterprise Division (RED) and participating NHS Trusts

## Qualifications, Knowledge and Experience

### Essential

- A higher degree (PhD or MSc) in a relevant biomedical science

**OR**

A graduate with extensive experience of project management/clinical research or the equivalent professional qualification and experience \*

- Experience of the creation and implementation of Standard Operating Procedures\*
- Experience of interpreting data to produce reports\*
- Evidence of proven analytical problem-solving capability \*





## Skills, Abilities and Competencies

### Essential

- Willingness and ability to work with internal and external stakeholders\*
- 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
- Able to work on own initiative and problem solve\*
- Must demonstrate a critical and intelligent attention to detail and high standards of accuracy\*

### Desirable

- Budget management skills
- Patient and Public Involvement to inform projects/medical research

***\*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 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.

