



Job Title: Global Health Research Project Support Manager

Grade: 6

Salary: £33,002 to £34,610 per annum, pro-rata if part-time

Department: Diabetes Research Centre

Hours/Contract: Full-time, or job share considered, fixed term contract until 31 January 2027

Job Family: Management and Administration

Reference: 12905

Role Purpose

The National Institute for Health Research (NIHR) is the nation's largest funder of health and care research and Leicester is home to the Leicester Diabetes Centre (LDC), one of the leading NIHR research centres. An exciting opportunity has arisen to provide project manager support for NIHR Global Health Research based at LDC.

We are looking to recruit a key member of the Global Health Research team, this post holder will be responsible for delivering efficient, confidential and proactive assistant management support to the Global Health Centre Manager, senior academic and professional colleagues. You will work within the Global Health theme and across several NIHR Programmes whose overall aim is improving patient quality of life and health outcomes.

The post-holder will be based at the Leicester General Hospital. As the Project Support Manager for Global Health Research, you will work with the Co-Leads, academic PIs, partnering institutions and other key stakeholders to ensure the effective delivery of the Global Health projects. The main focus of the role is to manage the Global Health Groups, comprising several national and international partners, with a research focus in Multiple Long-Term Conditions to achieve the deliverables and milestones set according to the necessary timeframes and budget.

Key to this role will be the support management of complex tasks with a Global Health Research focus and the coordination of multiple stakeholders across the globe.

The post holder must be able to use their own initiative, be an effective team player and excellent communicator. They will provide excellent support management of day-to-day programme administration within the Global Health Programme. The role will require a project management focus tracking progress against deliverables and milestones. You will coordinate all aspects of the Global Health work packages and themes between partners to ensure milestones are met.





Main Duties and Responsibilities

- Oversee the planning and scheduling of meetings, including chairing sessions as appropriate, to ensure effective decision making.
- Liaise with the pre, and post-award and contracts teams at the University of Leicester to establish good operating practices for financial and administrative management
- Provide comprehensive support to Global Health Administrators in managing and delivering program objectives related to PhD, Master's, and Postdoctoral initiatives.
- Manage communication activities of the project via email, Microsoft Teams and social media with collaborators.
- Co-ordinate, support and collate annual reports to the NIHR and awarding bodies to measure the progress and success of the project.
- Support the Global Health Research Centre manager with financial and contractual aspects of Global Health Funding. Adhering to NIHR financial rules and regulations at all times, working with the contracts & finance teams within the College of Life Sciences and collaborating institution
- 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.

Reporting, Resources and Finance

- Prepare progress and finance reports as required by the management team, departmental or College senior management teams, funding bodies, regulatory authorities, Investigators, Trial Steering and Data Monitoring Committees, and external collaborators.

People

- Support, train and develop the Global Health Administrators
- Support the day-to-day running of the Global Health team by establishing standardised procedures that ensure compliance with regulatory standards, and taking on decisions as required. This requires a high level of organisation with good attention to detail including high standards of accuracy and an ability to forward plan with prioritisation of tasks and workload to ensure the programme is delivered to time and target
- Support the Global Health Research Manager with all HR related activities, including but not limited to staff contracts, PDDs and staff development.

Internal and External Relationships

The post-holder is expected to deal effectively with a wide range of individuals including:

Pro-actively build relationships with collaborators and their teams to fully deliver on expected scientific research impacts.



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Charter
Bronze Award



disability
confident
LEADER



LGBT+
Inclusion Award
2020 - 2021
AWARDEE
ORGANISATION





Provide excellent advice, support and guidance to staff, students and researchers within both national and international teams.

Internal: Global Health Research Manager and Director, Global Health Administrators, UK Supervisors, Research Fellows, Applied Research Collaboration and wider LDC team.

External: National and International Collaborators, The NIHR, funding and regulatory bodies and other Global Health Research Centre teams.

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 the programme incorporating issues such as deadlines, project milestones and overall aims and objectives
- Adapt daily and weekly plans to accommodate new developments and be flexible to the changing priorities of the programme
- Support the day-to-day running of the Global Health Admin team by establishing standardised procedures that ensure compliance with regulatory standards, and taking on decisions as required. This requires a high level of organisation with good attention to detail including high standards of accuracy and an ability to forward plan with prioritisation of tasks and workload to ensure programme objectives are delivered to time and target.
- Attend suitable training courses or equivalent and be proactive in terms of continued professional development

Qualifications, Knowledge and Experience

Essential

- A degree (BSc/FdSci) or equivalent experience in relevant biomedical science or associated subject with experience of clinical trials research OR a graduate with experience as a Trial Manager/Coordinator OR extensive experience as a Trial Manager/Coordinator*
- 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 working within a multi-disciplinary research or project group
- Proven project management and line management skills*
- An understanding of clinical research and trial management methodology, including applicable regulatory requirements, and a proved ability to apply these to research projects
- Sound knowledge of the principles of research governance and ICH-GCP
- Experience of preparing one or more of the following: regulatory and ethics submissions, grant applications, writing and/or amending protocols, patient information sheets, case report form.
- Budget management skills

Desirable

- Significant experience within the research field



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- Experience of supporting collaborative/partnerships centred on Global Health
- Experience preparing publications and submitting grant applications
- Previous experience of running research within the University or NHS*
- Experience of writing SOPs

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
- Ability to demonstrate behaviours that are in accordance with the University values of inclusive, inspiring and impactful.
- Excellent administrative, clerical and office management skills
- 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 Global Health
- Ability to use software to track budgets
- Previous track record of booking travel, arranging meetings
- Understand, interpret and critically analyse data and information and prepare progress reports

****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 encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance



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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

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

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.

