Job Title: Exceed Study - Scientific Project Manager  
Grade: 7  
Salary: £34,189 to £39,609 per annum  
Department: Health Sciences  
Hours/Contract: Full-time (part-time considered), fixed term contract for two years  
Reference: 584

**Role Purpose**

The EXCEED study is a local cohort of 10,000 individuals with linkage to longitudinal electronic health care records and genome-wide genotype data. The Project Manager will play a key role in all aspects of cohort development, research and project management in order to promote best use of the EXCEED study in line with its original aims to generate new biomedical science findings.

### Principal Responsibilities

<table>
<thead>
<tr>
<th>Project Management</th>
<th>% Time</th>
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<tr>
<td>To maintain operational oversight of the cohort, identifying and solving problems</td>
<td>80</td>
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<td>in conjunction with the project team and improving data accuracy and completeness</td>
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<td>for existing participants</td>
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<td>To project manage new recruitment to the study and associated activities, including</td>
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<td>community liaison</td>
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<td>To liaise with EXCEED study stakeholders including the University, UHL and scientific</td>
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<td>collaborators to facilitate effective management of projects</td>
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<td>To oversee sample coordination and management and planning and coordination of</td>
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<td>new assays, including samples managed on and off-site</td>
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<tr>
<td>To facilitate and support the development of EXCEED and sub-studies including</td>
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<td>managing amendments, gaining required regulatory approvals and planning recruitment</td>
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<td>and data collection</td>
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<td>To ensure that study documentation is maintained and up to date in line with Good</td>
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<td>Clinical Practice and ensure the highest standards of research governance</td>
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<td>To work with the study PIs and University Finance team to manage project budget,</td>
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<td>plan expenditure and ensure adherence to financial procedures</td>
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<td>To support the study lead in operational decisions by identifying, developing and</td>
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<td>maintaining key indicators or performance and impact of the resource</td>
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**Research Support**

- To provide support to the research team by undertaking database extractions and summaries if required
- To explore and, where appropriate, develop innovative ways to develop the study
- To undertake data analysis for regular reporting, accountability and supporting of development of grant applications

**Communication**

- To act as the key project contact, managing communications and responding to queries from stakeholders
- To identify and support opportunities to publicise EXCEED and its findings
- To develop, support and integrate participant participation in the running of the study
**Job Summary**

- To design, generate and distribute, with support from the wider team and University design services, the EXCEED study newsletter

**Internal and External Relationships**

- Responsible for the project management of the responsibilities described above
- Taking the lead for liaison with local and international collaborators where agreed
- Effective communication with the line manager regarding progress on projects as required

**Planning and Organising**

- Study recruitment planning
- Management and progression of data access requests
- Organisation of study committee meetings (Management, oversight and PPI)

**Qualifications, Knowledge and Experience**

**Essential**

- Educated to degree level in a relevant discipline*
- Experience of conducting research involving NHS patients *
- Experience of report writing
- Experience of managing research projects*
- Expertise in data management including use of Excel, Access and other relevant databases*

**Desirable**

- Experience of submitting research ethics and research governance applications*
- Experience of supervision*
- PhD in a relevant discipline or equivalent research or research project management experience*
- Experience of quantitative research methods*

**Skills, Abilities and Competencies**

**Essential**

- Excellent written and verbal communication skills including scientific writing skills*
- Practical computer skills and thorough working knowledge of Microsoft Office (Word, Excel, Outlook and Internet Explorer)*
- Excellent written and verbal communication skills*
- Highly organised and able to organised others
- Effective communication and diplomacy skills with the ability to engage with academics and third parties; and express complex matters with clarity (written and verbal)
- Ability to work independently and as part of a team
- Accuracy and attention to detail*
- Ability to organise own workload
- Ability to work to deadlines

**Desirable**
**Job Summary**

- Fluency in a South Asian language such as Gujarati, Hindi, Punjabi or Urdu*

*Criteria to be used in shortlisting candidates for interview*

**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.

**VITAL**

The University encourages all staff to live our VITAL values which are: Valuing People, Innovators, Together, Accountable, Leaders.

**Equality and Diversity**

We believe that equality, 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.