

<b>Job Title:</b>	Research Project Manager
<b>Grade:</b>	7
<b>Salary:</b>	£34,804 to £40,322 per annum pro rata
<b>Department:</b>	Health Sciences
<b>Hours:</b>	Full time, part time (minimum 0.8FTE, 30 hours per week) or job share considered
<b>Contract:</b>	Fixed term contract until 31 August 2022
<b>Reference:</b>	2046

## Role Purpose:

'UK-REACH: United Kingdom Research Study into Ethnicity and COVID-19 outcomes in Healthcare workers' is a DHSC/UKRI rapid research mixed-methods study with the aim of investigating, if, how and why, ethnicity affects COVID-19 clinical outcomes in Healthcare workers. The study is a unique partnership with the General Medical Council, Nursing and Midwifery Council, Royal Colleges, BAME Healthcare workers associations and SAIL Databank. An internationally recognised research team led by Dr Manish Pareek, and involving Professor Martin Tobin and Professor Keith Abrams from the University of Leicester, has been brought together with colleagues from University College London, University of Nottingham, University of Swansea and University of Edinburgh to deliver this research.

In this role you will assist Dr Pareek (Department of Respiratory Sciences) and Professor Tobin and Professor Abrams (Department of Health Sciences) to project manage and oversee the successful delivery of the UK-REACH study. You will oversee the completion of five interlinked project work packages.

You will work closely with study stakeholders and co-investigators providing administrative and project support to ensure that study activities are carried out smoothly with milestones in research progress achieved and reported on.

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

## Resources Managed

- Budgetary oversight of UK-REACH finances.
- Management of UK-REACH 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

### Project management

- Take responsibility for the day-to-day local operations of the UK-REACH study liaising with collaborators, study stakeholders and funder representatives
- Plan, oversee and manage the recruitment procedures of new participants into the consented cohort of UK-REACH, liaising with study informaticians, administrators and investigators
- Keep up to date with progress across work packages, with regard to project milestones



- Highlight any challenges or potential issues, and liaise with Prof Tobin and Dr Pareek to discuss solutions
- Oversee monitoring and evaluation of work package progress and communicate to work package leads
- Manage project timelines and conflicting priorities
- Ensure that the UK-REACH study adopts and integrates the best research practice, including data and sample integrity and best practice in data utilisation for research

## Communications

- Act as a point of initial contact for the UK-REACH Study for the teams at collaborating sites and study partners
- Communicate the underlying medical and scientific rationale of the UK-REACH study to a wide professional audience, and produce promotional materials including both written and web-based materials
- Have an in-depth knowledge of the UK-REACH study and work packages to be able to respond to all queries.
- Provide administrative support to study meetings and prepare and present study findings as required
- Work closely with the BREATHE Hub and local communication teams and other organisations to direct and oversee knowledge exchange activity, including dissemination of research findings via various channels to ensure maximum impact of research, public-facing events.

## Reports

- Work with Dr Pareek to prepare and report against timelines for all work package and study activities
- Assist Dr Pareek and other team members in production of reports to SAGE, policymakers and professionals
- Help organise and contribute to planning and interaction meetings
- Work closely with the UK-REACH study team led by Professor Tobin to support the longitudinal cohort study of BAME and White Healthcare workers
- Write up reports from the multi-professional stakeholder group, take notes at meetings
- Prepare and maintain records of project activities and meetings
- Work with study investigators to generate responses to internal and external requests for information
- Proactively look for opportunities to publicise the work of the UK-REACH study
- Carry out literature searches and reviews
- Assistance with academic publications, seminars and other presentations of study results
- Ensure all project documentation is maintained according to applicable guidelines
- Contribute to preparation of reports for the UK-REACH study, research ethics committee and other major parties of interest





- Plan and organise own workload according to the priorities of the study and be flexible as necessary

### **Finance and administration**

On behalf of the Principal Investigator you will liaise with the Departmental Office in order to achieve the following:

- Collate financial data to inform financial reports to funders and for forward resource and budgetary planning.
- Contribute to the preparation of financial reports for funders
- Work closely with the Research Manager to monitor and manage study income and expenditure, ensuring that project spend is maintained within the overall budget allocations
- Seek approvals from the Research Manager for purchasing and expense requests ensuring all orders adhere to the college financial regulations and purchasing rules
- Communicate any changes to budget allocations to the study team
- Liaise with study investigators in respect of financial study management, as required

### **Training**

- Be familiar with applicable regulations including the 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 the study, with duties including preparation of documents and spreadsheets; arranging and attending meetings, taking minutes as necessary
- Liaise effectively with international and external academics, study members and co-ordinators
- Feed into the preparation of papers and manuscripts as required
- Assist investigators in developing posters, slides and other materials for presentations, conferences and short courses, including for publication
- 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**

- Promote 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 scientific/technical developments and literature, and with professional issues relevant to your role.

### **Internal and External Relationships**

Supervision and advice will be provided by Dr Laura Venn with project-specific supervision by additional academics within the Genetic Epidemiology Group, including Professor Martin Tobin and





Professor Louise Wain, in the Biostatistics Group (Professors Keith Abrams and Professor Laura Gray) and in the Department of Respiratory Sciences, (Dr Manish Pareek).

Liaison and reporting to UK-REACH investigator team, work package leads, stakeholder group, scientific committee and independent scientific advisory board.

Liaison and collaboration with the EXCEED study team including administrators, statisticians and bioinformaticians, investigators, PPI group and other stakeholders.

Key data supply and delivery partners in the public and third sectors.

Commercial and industry partners, including the pharmaceutical, medical technology and e-health.

Patient and Public Involvement/Engagement groups.

Attendance and presentation of work in progress at local, national and international meetings of relevance to the research study.

Effective communication with line manager regarding progress on the study as required.

## Planning and Organising

Responsible for the Project management of the responsibilities described above, Communications, Reports, Finance, Administration, Training in association with the UK-REACH study, embedded within the portfolio of projects in the Genetic Epidemiology Group, University of Leicester.

This may include adaptation of plans and rapid responses to meet the needs the research study.

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

- Experience in the coordination of research projects and project activities ideally within a research setting, the NHS, or higher education\*
- Working knowledge of clinical research, and health data research\*
- Experience of working with multi-professional stakeholder groups\*
- Awareness of research governance and health data governance\*
- Experience of working on large complex multicentre health related research projects\*
- Experience of working as part of a team to deliver project support functions
- Experience of taking minutes/notes of meetings
- Experience of working to regular deadlines

### Desirable

- Experience of working with Black, Asian and Minority Ethnic (BAME) groups\*
- Working knowledge of administrative and financial processes within a higher education setting\*
- Knowledge of FEC and grant costing\*





- Experience of preparing financial information
- Detailed understanding of NHS information governance standards and procedures
- Experience of working on research projects involving big data, especially linked healthcare data\*
- Experience of working with epidemiologists and software engineers\*
- Experience of longitudinal cohort studies\*
- Experience of research involving a Scientific Committee/Independent Scientific Advisory Board

### Skills, Abilities and Competencies

#### Essential

- Excellent written and oral communication skills\*
- Excellent IT skills, including online collaborative tools (e.g. GoogleDocs), OneDrive / Box, Word, Excel, PowerPoint, e-mail and 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

- 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***

### 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.

### 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.

