

Job Description

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| Job title: | Project Manager |
| Department/School: | Department of Health |
| Reporting to: | Dr Lisa Austin |
| Grade: | 8, part time 0.8 FTE |
| Location: | University of Bath premises |

Job purpose

The Bath Centre for Pain Research (BCPR) at the University of Bath is the home to a team of interdisciplinary researchers that investigate the effect that pain has on people's lives. It has a focus on exploring the way psychological and social factors impact on pain, and how this understanding might translate into better ways to manage painful conditions. The core areas of work are in: cognitive processes in pain, social factors, child and family, evidence-based medicine and digital development.

The Centre is leading a newly established multi-institutional consortium that seeks to better understand how psychosocial mechanisms impact on chronic pain. It will also explore how these factors might work alongside biology, in order to provide a better understanding of pain and how it is managed. The consortium is funded under the Advanced Pain Discovery Platform (APDP) programme, which is part of a new joint and equal investment of £14 million by UKRI and Versus Arthritis. For UKRI, the initiative is led by the Medical Research Council, with support from the Biotechnology and Biological Sciences Research Council (BBSRC) and Economic and Social Research Council (ESRC). This research programme seeks to scale up research into chronic pain to improve outcomes for the many people living with painful and debilitating conditions.

Post holder

We are recruiting a part time project manager 0.8 FTE (4 days) to manage the consortium's programme of work, which is being led from Bath, and involves 8 collaborating institutions. The post holder will have an exciting opportunity to be involved in a large and complex project. They will need to have excellent organisation skills, as well as experience working in, and managing, large research projects, ideally within an applied health setting, such as clinical or health psychology. The role will be required to work strategically with the PI and collaborators to ensure the timely delivery of the project goals, as well as a range of different stakeholders, both internal and external to the University at all levels, including: project collaborators, other consortia and their representatives within the APDP. The post holder will need to have excellent organisational, people and communication skills. A key part of the project will be for collaborators to work towards a central data hub for pain, and since the role will support this aspect, an awareness of data management/storage and/or data governance would be an advantage. An understanding of UKRI (e.g., Medical Research Council), Research Ethics Committees (REC) and related research governance would also be desirable.

The post holder will ensure that the consortium's research is visible and accessible, through the development of communication strategies, public engagement and impact

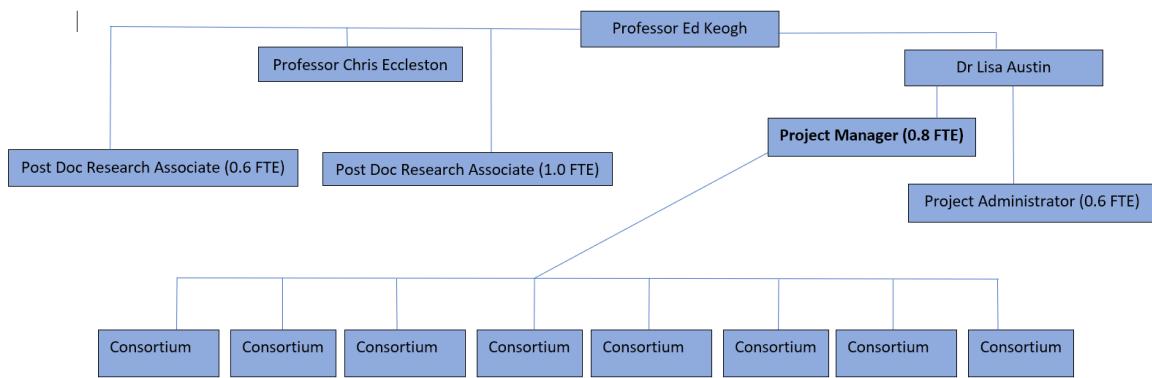
activities. The role will develop systems to effectively manage data across the project and ensure compliance with regulations.

Staff management responsibility

The post holder will be supported by a 0.6 FTE project administrator.

The post holder will be expected to implement and work within the University's Policies and Guidelines.

Organisational Chart



Main duties and responsibilities

- Manage the consortium's programme of work by setting up, monitoring and delivering on a large and complex project. The project manager will be expected to manage the day-to-day co-ordination of Consortium activities, including budget management.
- Provide a comprehensive understanding and experience of project management methodology and documentation. Provide sound project and resource planning, in relation to this large, multi-disciplinary project.
- This role will be supported by a 0.6 FTE project administrator. The post holder will provide leadership to staff under their supervision, by setting and monitoring clear measurable aims, objectives and outcomes in line with University of Bath policies.
- Support and work with the PI on the Bath-led consortium which takes a primarily psychosocial approach to the understanding of chronic pain.
- The project manager will also support the CIs and PDRA in carrying out the underlying research that will inform and develop data governance systems.
- Develop communication strategies, public engagement and impact activities for the project administrator.

- The project manager will be required to establish and build strong working relationships across multi-disciplinary teams in the consortium and collaborating institutions.
- You will demonstrate a methodical approach to work, attention to detail, able to plan, prioritise workload, meet deadlines and work without close supervision.
- Monitor and review progress of work against study timelines and where needed take action to ensure work packages and/or data collection stays on schedule.
- Manage project meetings and dissemination activities.
- Responsible for the data management/storage and data governance of the project.
- Analyse and interpret complex problems and generate and find innovative solutions to these.
- Notify and work with the Research Manager of any breaches of research governance and research misconduct at the earliest opportunity providing assistance in the reporting of these as per the appropriate reporting process.
- Overall responsibility for performance monitoring and annual appraisals of all reporting staff responsible for the delivery of high quality research, ensuring appropriate training and development opportunities are available for all.
- Undertake other duties as required.
- This job may involve some local travel

Special conditions

Standard University business hours are 9.00 am – 5.20 pm Monday to Thursday and 9.00 am – 5.10 pm Friday. From time to time you will be required to work outside these hours.

The post-holder will ensure full compliance with all Data Protection laws and any relevant University policies and guidelines.

Person Specification

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Educated to Degree Level or proven equivalent experience. | √ | |
| Professional project management / leadership qualification or demonstrable equivalent experience in leading or managing projects. | √ | |
| Knowledge and Experience | | |
| Understanding and experience of working in applied health research settings. | √ | |
| An understanding of Research Ethics Committees (REC) and related research governance. | √ | |
| An understanding of UKRI (e.g., Medical Research Council), | | √ |
| Excellent track record in management of research related activities. | √ | |
| Ability to analyse and interpret highly complex information and to make judgments regarding a range of management issues. | √ | |
| Ability to prepare and deliver presentations and reports to a high standard. | √ | |
| Experience of budget management. | √ | |
| Knowledge of Research Engagement, Funding, and Impact Issues. | √ | |
| A good understanding of the UK Higher Education context. | √ | |
| Awareness of data management/storage and data governance. | √ | |
| Experience of developing communication strategies across a number of different social media platforms. | √ | |
| Skills | | |
| Excellent management skills, including effective coordination, motivation and negotiation. | √ | |
| Excellent IT experience; skills including all office packages: SPSS, Excel, Word, Outlook email. | √ | |

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|---|---|---|
| Wide ranging knowledge in IT project management, software delivery, service delivery and hardware infrastructure. | | ✓ |
| Leadership skills to inspire and enthuse project team members and relevant academic partners. | ✓ | |
| Understanding of research, the research process and ability to communicate complex research findings verbally and in writing. | ✓ | |
| Skills to build, maintain and develop complex relationships across a broad range of individuals, groups and organisations, within the Consortium. | ✓ | |
| Attributes | | |
| Passionate and self-motivated. | ✓ | |
| Ability to work to deadlines and under pressure. | ✓ | |
| Willingness to work flexibly when required. | ✓ | |

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.