

THE UNIVERSITY OF MANCHESTER
FACULTY OF BIOLOGY, MEDICINE AND HEALTH
SCHOOL OF HEALTH SCIENCES
SENIOR PROJECT MANAGER

Salary:	Grade 7
Hours:	1FTE
Duration:	Permanent
Responsible to:	Head of School Operations
Responsible for:	Research Project Manager(s)

Overall purpose

The postholder is expected to provide leadership and management for the Imaging Facilities and provide senior level management support to the Head of Division for Informatics, Imaging and Data Sciences and Director of Faculty Operations in relation to activity run through the Facilities, which cover:

- MFT – PET-MR scanner
- WMIC – 1 MR scanner, preclinical facility
- SRFT - MR scanner
- MCRF – MR scanner
- Stopford – Preclinical MR scanner

The postholder will have responsibility for the Imaging Facilities business and finance operations, including costing and pricing, marketing and business development, and will liaise with Faculty Finance and the Business Engagement Team to ensure maximum usage of the Facilities is achieved and that cost recovery is maximised.

The postholder will also manage the Research Project Management Team, ensuring that appropriate procedures are in place to ensure that relevant regulatory approvals are in place for imaging studies using the Imaging Facilities, and that accurate reporting on this activity is provided on a timely basis.

Main Responsibilities

Strategic

- Provide operational leadership and management of the Imaging Facilities as directed by the Head of Division/Faculty Leadership Team

- Make strategic decisions about how the University's Imaging Facilities are used and developed as directed by the Head of Division/Imaging Facilities Leadership Team. This will include managing the balance between research and service scanning, cost recovery, identifying opportunities to increase activity, staffing levels, and replacing key equipment
- Work in close partnership with academic and PS colleagues to seek to continuously improve the Facility's services and to quickly address issues as they arise, maintaining and building on a co-operative spirit
- Undertake horizon scanning in conjunction with Faculty colleagues for new funding and commercial opportunities
- Plan, develop, implement and review a new governance structures for the Imaging Facilities
- Lead on strategic projects within the Imaging Facilities including:
 - delivery of project updates to a range of senior stakeholders and governance committees on a regular basis
 - Leading and/or making a significant contribution to institutional committees and groups governing the projects
 - Providing advice and guidance to University and Faculty senior managers on key matters arising from the projects
 - Developing and updating risk registers, Gantt charts and process change documents in support of project success
- Co-ordinate and manage the process for identifying the demand for use of all the Imaging Facilities equipment, from across Health Innovation Manchester (HInM) and via commercial companies and NHS Trusts
- Act as secretary for the Imaging Board
- To assist the Director of Faculty Operations/Head of School Operations in the provision of leadership to PS colleagues in the Faculty/School
- To provide advice and guidance on key issues concerning activities and other relevant strategies to the successful operation of the Imaging Facilities and the Faculty/School.
- To support colleagues in establishing and maintaining the University's reputation and profile nationally (and internationally where appropriate), benchmarking and to contribute to the development of KPIs where appropriate so that the University can be seen as a leader exemplifying best practice.
- To contribute to the development, implementation and monitoring of the Faculty's strategy, policies and procedures.
- To lead, organise and direct the work of the Faculty/School so that its objectives are met and it is operating efficiently and effectively.

Operational

- Develop, monitor and review the Imaging Facilities risk register and advise the Imaging Board on maintaining business continuity
- Act as Information Governance Guardian for the Imaging Facilities
- Ensure, in conjunction with relevant colleagues from Finance, that a robust costing and pricing model is in place for all clinical and preclinical scanning and that appropriate reporting systems are in place.
- Plan, develop, implement and review a timely reporting process to ensure senior colleagues are kept informed of usage rates and cost recovery
- Oversee the cashflow in the Imaging Facilities, ensuring invoices and monthly journals for imaging activity are raised in a timely manner
- Ensure that an effective and timely system is in place for the completion of study setup and gaining relevant regulatory approvals, with a clearly defined process stating relevant responsibilities between Principal Investigators and the project management team.

- Negotiate and manage contracts and Service Level Agreements in place with external partners, such as NHS Trusts, for the use of the University's scanners for clinical diagnostic reasons and other non-research scanning activity.
- Provide regular updates on imaging activity and its financial implications, and provide the Head of School Finance with budget projections to inform the budgeting and forecasting processes.
- Develop annual budgets for future financial years in conjunction with the Head of School Finance.
- Ensure that an appropriate schedule is identified for the replacement of capital scanning equipment and that plans are made for timely replacement, being responsible for the development of business plans to replace equipment.
- Be proactive in liaising between academic PIs and external organisations to promote the Imaging Facilities, including organising seminars, conferences and other events, and working with the University's Business Engagement team to develop new commercial research opportunities.
- To manage and chair the WMIC space committee, taking overall responsibility for the planning and management of space within the WMIC building
- Provide line management for Imaging Facilities' Project Management Team and have systems to ensure that:
 - PDRs are conducted for all PS staff;
 - Cases for regrading, rewarding exceptional performance and distinguished achievement awards are proactively considered;
 - Training needs are identified and met;
 - Workloads are appropriate, requests for flexible working are considered and staffing levels are regularly reviewed;
 - Probationary periods are managed;
 - Performance issues are identified and managed.
- Contribute to the effective and efficient management of the School, and the ongoing review of priorities.

General

- Have an understanding of and commitment to promote the University's policies and procedures to support and promote Equality & Diversity;
- To maintain confidentiality of information in line with data protection requirements and University policy.
- To comply with Health and Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment;
- To contribute to the University's agenda for social responsibility, including sustainability.

Person specification:

Essential skills and experience

- Educated to degree level and/or professional qualification.
- Experience of leadership within Higher Education, including the management of staff and resources.
- Knowledge and experience of structures and processes for supporting clinical research across HEIs and the NHS.
- Knowledge of the regulatory requirements for clinical research projects.
- Understanding of budgets and costings, and experience of managing large budgets.

- Experience of contributing to the development of strategy and policy formulation.
- Ability to think in strategic terms and a willingness to exercise leadership.
- Excellent communication skills, with the ability to communicate with all levels of staff in the University, both orally and in writing, and be able to engage and influence colleagues.
- Good judgement and ability to inspire the confidence of colleagues.
- Ability to work collaboratively and proactively across organisational boundaries.
- Ability to manage projects and operations within budget.
- Ability to generate new ideas and support change management.
- Experience of delivering an exceptional customer service to stakeholders.
- Ability to represent the University externally.
- Understanding of the context that the University is operating within and an awareness of current issues facing Higher Education.
- Knowledge of the University's organisation, governance and strategic objectives.
- Demonstrable commitment to the University's strategy, vision and values.

Desirable skills and experience

- Experience of managing tender and purchasing processes in HEIs or the NHS for large budget items.
- Recognised project management qualification, such as PRINCE 2 foundation level.
- An understanding of the resources required to support clinical imaging.

Expectations and success factors

- To be a proactive team member and treat all colleagues and students with respect in accordance with the established PS Behaviours.
- To be willing to work across organisational boundaries.
- To seek new knowledge and share ideas.
- To be open and responsive to change and innovation.