

Post Details		Last Updated: 04/04/2025	
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences (FHMS) School of Health Sciences		
Job Title	Project Manager NIHR Partnership Grant		
Job Family	Professional Services	Job Level	4
Responsible to	Professor of Health Sciences Research and Nursing and Professor		
Responsible for (Staff)	Project Administrator		
Job Purpose Statement			
<p>To act as the project manager and co-ordinator and point of contact for this complex multi-million pound, multi-partner collaborative project (Workforce wellbeing partnership grant) funded by the NIHR, and to ensure the operational aspects of these projects run smoothly. Specifically, the post holder will contribute to the efficient and effective running of the grant awarded to the University of Surrey for the period 2025-30. The post holder will provide project and programme management support to the Principal Investigators (PIs) through oversight and project management activities.</p>			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<p>The project manager will be responsible for:</p> <ol style="list-style-type: none"> Manage daily project operations – including organising contracts with partner organisations, planning, preparation, execution, and reporting of project activities. Coordinate Health Research Authority (HRA), ethical review, and other required governance applications process – ensuring timely submission, and driving process and timelines and reviewing documentation. Pro-actively oversee project administration and communication – facilitate collaboration among researchers, stakeholders, and the community, and work with the project administrator ensuring timely outcomes and effective integration with partner teams. Determine and collate the appropriate evidence for financial documentation and audits – gather necessary evidence for financial claims, organise project audits and evaluations, and maintain accurate documentation. Establish robust tracking and monitoring mechanisms – implement systems to oversee project progress, to analyse and identify gaps, ensuring adherence to funding guidelines and successful reporting to NIHR and project completion. Carry out detailed analyses, help assess complex situations, present results and put forward recommendations through presentations or written reports, to facilitate the interpretation of specific issues/problems and support decision making. Manage project communications – oversee social media, website content, and press communication, and outreach activities for effective dissemination and to meet quality service standards. Facilitate ongoing partnership development and initiate new partnerships – build on existing stakeholder relationships, to ensure timely project delivery, and lead on reporting efforts to the funder, Research Fish, and communication with key stakeholders. Contribute to building partnerships within the (Integrated Care Board (ICB)/ Integrated Care System (ICS)s to sustain projects impact and ongoing research initiatives. <p>N.B. The above list is not exhaustive.</p>			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- Working independently and proactively with the project team and colleagues within and outside university as well as with external partners.
- The post holder will work on multiple concurrent tasks ensuring that deadlines and objectives are met, this includes activities that require careful planning (such as maintenance of web pages) and work related to workshops, meetings, visits which will happen at certain defined time points during the running of the grant.

Problem Solving and Decision Making

- The post holder is expected to address independently any challenge that can arise during the specified tasks. If any unusual or unexpected issue arises, the post holder should liaise with the grant PIs (with mentorship provided by Project Manager from The Wellcome Trust nurse Suicide project).
- The post holder will have the freedom to work in a proactive manner and to decide how to achieve the required project objectives, generally based on their own judgement and experience.
- The post holder has to be a confident communicator in order to gain the necessary information, from academics and other stakeholders, to progress the project and in order to persuade individuals to complete tasks to agreed deadlines and within the project schedule.

Continuous Improvement

- The post holder is expected to take a pro-active approach to their work and is encouraged to make suggestions or improvements to working methods, implementing them under the guidance of the grant PIs.

Accountability

- The post holder will be expected to manage the delivery of their work, which will be largely unsupervised, to ensure deadlines are met. The post holder will be expected to ensure the effective distribution and delivery of project management support specifically associated to the organisation of events, workshops, data collection etc
- The post holder will take an active role in co-ordinating project activities, taking responsibility for the successful delivery of objectives assigned to them and project milestones with support from the PI.
- The post holder is expected to report departures from agreed deliverables to the PI's and to recommend and implement appropriate solutions to any project variances.

Dimensions of the role

- As well as the two Principal Investigators, the role will also support other academics named on the grant on matters directly related to the grant and line manage the project administrator.
- The Project Manager, in consultation with the PI's, and working closely with the Research Finance department is responsible for the management of the project budget and ensuring that effective monitoring and tracking systems are in place.

Supplementary Information		
n/a		
Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.		
Qualifications and Professional Memberships		
Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles. Or: Significant vocational experience , demonstrating development through involvement in a series of progressively more demanding relevant work/roles, and the acquisition of appropriate professional or specialist knowledge		E
Masters and/or Professional Project management qualification e.g. PRINCE2		D
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/ Desirable	Level 1-3
Experience in administration and coordination of large research projects	E	3
Experience of Research Project Management in HE, industry (NHS) or research environment (preferably UK)	E	2
Thorough knowledge and understanding of the work practices, processes and procedures relevant to the role, which may include broader sector/commercial awareness	E	2
Experience of planning and progressing activities, using initiative and judgement without reference to others	E	2
Excellent knowledge of software systems including experience with relevant project management software	E	3
Experience of building collaborations and growing networks	E	2
Experience of line managing others	D	n/a
Experience of negotiating at senior level and working with multiple partners	D	n/a
Special Requirements:		Essential/ Desirable
Good working knowledge of the UK HE Sector		D
Flexibility, willingness and ability to work on campus and outside of core office hours when required		D
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		3
Adaptability / Flexibility		2
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		2
Problem Solving and Decision-making Skills		2
Managing and Developing Performance		2

Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking & Leadership	2

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

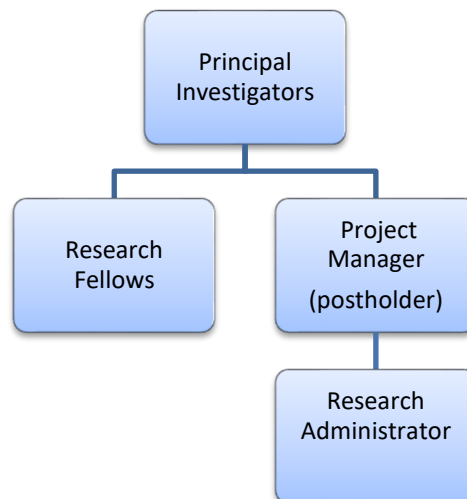
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

This role is to provide a project manager service for the NIHR Workforce wellbeing partnership study supporting the PI's. This role will cover the grant period (1 May 2025 – 28 February 2030). A full-time research administrator is also appointed to support the administrative duties of the project and the post holder may be asked to line manage the project administrator. Two Research Fellows will be appointed to lead the project at the University of Surrey with two more in years 3-5 and 3 more in our partner Universities (Sheffield and Exeter as well as the Institute of Employment Studies). These colleagues will be supported by input from both an advisory and steering group and a stakeholder group (these groups include relevant clinical, managerial, academic and lay public expertise). The postholder will work alongside the PIs and the Project administrator to support the effective administration of the project.

Department Structure Chart



Relationships

Internal

- NIHR Wellbeing partnership study research team within School of Health Sciences.

External

- Co-applicant members of the Project Team based at a number of external institutions including the Universities of Exeter, Sheffield and KCL, and at two NHS Trusts (Imperial and Frimley NHS Trusts) and the Institute of Employment Studies.
- Advisory Group members
- Steering group members
- Stakeholder Group members, including national bodies with a responsibility for healthcare workforce (e.g. NHS Employers)