

Faculty of Health, Education, Medicine and Social Care

Job Description

Job Title:	Project Manager (NHS Mid & SEICS)
Grade:	5
Job Family:	Administrative
Work Base:	Chelmsford
Hours of Work:	37 hours per week
Responsible to:	School Manager
Responsible for:	No direct line management responsibility
Relationships and Contacts:	Clinical Partners School of Medicine (SoM) Senior team Other external partners Anglia Ruskin University Staff
Job Purpose:	To support the Pro Vice Chancellor and Dean of Faculty, the head of SoM and to build and manage stakeholder relationships with external trust partners and the SoM within the Faculty of Health, Education and Social Care.

Principal Accountabilities:

1. Act as a point of contact for external and internal stakeholders of the partnership, provide office management with support from faculty administration and conduct staff induction for new Institute staff.
2. Set up and manage internal team meetings in support of major projects and the partnership (as appropriate) in general.
3. Set up, manage and keep up to date the project plans for major projects (where funding does not allow for additional project management recruitment) including ensuring input from all members of the team and being on hand to respond to queries with regards project deliverables and outputs.

4. Provide timely and accurate project reports (including financial) and information for the senior staff, funding partners and external stakeholders including any external steering group for major projects.
5. Provide support including marketing, social media and online engagement (as appropriate) for the partnership.
6. Work with staff in the development of marketing materials and tools such as the website, Twitter, Facebook, brochures and leaflets, and plan PR activities, including writing promotional material for local media and publications.
7. Organise and manage promotional events and seminars for the partnership.
8. In partnership with senior staff of the School of Medicine, actively support the development of business opportunities and activities with new and existing clients in order to maximise revenue opportunities including carrying out background research and developing materials.
9. Attend relevant meetings to support stakeholder engagement work to represent the partnership.
10. Ensure adherence to our Health and Safety policies and practices.
11. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
12. Undertake staff development and training, as required.
13. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
14. Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

March 2023



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Person Specification

ESSENTIAL	DESIRABLE
<p>ACADEMIC/PROFESSIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Degree plus demonstrable professional experience for the role OR • Relevant professional/degree level qualification (chartered where appropriate) appropriate to the specific role being appointed to plus demonstrable professional experience for the role 	<ul style="list-style-type: none"> • Higher degree
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Postgraduate relevant experience within a similar business development environment • Experience of managing office administration including marketing plans • Proven track record of promotion and business development • Customer relationship management experience • Experience of working closely with staff at all levels across an organisation • Postgraduate research experience 	<ul style="list-style-type: none"> • Previous business development experience within a University or Professional services sector • Ability to demonstrate examples of meeting income targets • Experience of developing and utilising business networks
<p>KNOWLEDGE/SKILLS</p> <ul style="list-style-type: none"> • Ability to project manage in a matrix organisation environment • Excellent interpersonal and communication skills • IT literate with a sound knowledge of Microsoft Office and Content Management Systems • Good knowledge of administrative processes • Good presentation skills • Ability to work to tight deadlines • Ability to work on own initiative 	<ul style="list-style-type: none"> • Knowledge of the activities of other relevant areas of the University • Knowledge of the health sector

<p>PERSONAL QUALITIES/DISPOSITION</p> <ul style="list-style-type: none"> • Customer focussed • Ability to work individually and as part of a team • Pro-active approach • A flexible self-starter who is comfortable negotiating with students and staff at all levels both internally and externally • Self-motivated and resourceful 	<ul style="list-style-type: none"> • Ability to understand and function in the different cultural environments of academia and business
<p>OTHER</p> <ul style="list-style-type: none"> • Committed to equality and diversity • Committed to our Health and Safety policies and procedures • Willing to travel between sites as required • Flexible approach to working hours; ability to undertake occasional evening/weekend work when workload or organisational demands require • Compliance to Data Protection Act 2018 and GDPR principles/requirement 	

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