Job title: Project Manager ‘i-sense’, the EPSRC IRC in Early Warning Sensing Systems for Infectious Diseases

Job reference number: 1474389

Grade: UCL Grade 8 Salary Range £41,430 – £48,873 per annum

Terms and Conditions: Start date 1st September. Post duration is for up to 18 months to cover maternity leave.

Reporting to: The Director of i-sense, Professor Rachel McKendry. Based at the London Centre for Nanotechnology, UCL.

Job Description

Applications are invited for an experienced Project Manager for i-sense, a major £16 million EPSRC Interdisciplinary Research Collaboration in Early Warning Sensing Systems for Infectious Diseases, led by UCL. The Project Manager will be responsible for delivery of the i-sense vision through overall project management of seven programmes of work, across six UK institutions.

This is a position of high responsibility that involves project management of a highly visible collaboration, reflecting major investment and a new laboratory in central London. The role requires excellent interpersonal skills and a broad range of technical and operational expertise.

i-sense aims to create innovative mobile health technologies that allow doctors to diagnose and track serious diseases – such as major flu epidemics, MRSA and HIV - much earlier than ever before. Mobile health technologies include smart-phone connected diagnostic tests for use in community settings and also web-tracking of social networking sites to identify early indicators of an outbreak.

i-sense brings together scientists, engineers and clinicians from UCL, Imperial College, the London School of Hygiene and Tropical Medicine and Newcastle University, together with Public Health England, NHS stakeholders and industry partners – including Google, OU-Bio, Microsoft, Cambridge Life Sciences, Mologic, Telefónica, Zurich Instruments, XFAB and Cepheid.

Role

The post holder is responsible for providing overall project management for the delivery of research outcomes and professional services within i-sense. The position is to cover maternity leave for 18 months.

The primary functions of the position are to:

- Project manage the collaboration
- Support the Director to deliver the research goals and an ambitious vision for i-sense
Main Duties and Responsibilities

Project Management

- Project manage i-sense to deliver an ambitious research vision to become a world-class centre for early-warning systems for infectious diseases - taking into account the early-stage, academic nature of the project.

- Produce and update project management documents, including project briefs, Gantt Charts, milestones, risk registers, agendas and minutes, finance reports, quarterly and annual reports.

- Produce professional oral and written reports for a range of stakeholders, such as funders, end users and Government. This will include PowerPoint presentations, a glossy annual report and a mid-term review. Presentations, minutes and reports for annual external advisory board meetings, management and biannual meetings.

- Coordinate agreements including research collaboration, confidentiality and IP agreements, working with the contracts and business managers and technology transfer offices of the different partners.

- Build relationships with the partners and stakeholders across the programme and institutes, including coordinating regular meetings. Ensure collaborations are maximised and the right support is provided. This will involve regular travel to the other institutions including Newcastle University, Imperial College London and the London School of Hygiene and Tropical Medicine.

- Liaise and work effectively with i-sense colleagues at Imperial College, Newcastle University and the London School of Hygiene and Tropical Medicine. Attend regular meetings at the other colleges and with clinical and industry partners.

- Oversee the projects to meet key performance indicators of success.

- Work with academics to deliver high impact research publications and review articles.

- Organise annual and mid-term reviews, external advisory board meetings, and workshops. Host visitors including potential new partners.

- Coordinate new grant proposals with different academic partners to secure a broad portfolio of funding. Identify new funding and exploitation opportunities.

Staff Management

- The Programme Manager will oversee a team of professional services staff who have committed part of their time to i-sense, possibly including a Finance Manager, based in UCL Central Research Services, a Project Manager and Business Manager.
The post holder will carry out such duties as may be determined by the Director of i-sense or the Deputy Directors. She/he will be expected to exercise a high degree of responsibility and initiative. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The post holder will carry out any other duties within the scope, spirit and purpose of the job as requested by the line managers and/or the Director of i-sense.

PERSON SPECIFICATION

Qualifications

- Essential: Applicants must have a higher degree qualification (MSc, PhD or equivalent) in the Sciences, Engineering or Medicine
- Essential: Professional academic, clinical or commercial project management experience
- Desirable: A recognised professional project management qualification
- Desirable: Experience with medical diagnostics, healthcare surveillance or infectious diseases

Essential

- A strong healthcare technology background, ideally in the field of disease diagnostics
- Experience in project management – work plans, tasks, resources, budgets, risk analysis
- Experience in a multidisciplinary academic environment, working with senior academics
- Excellent written and oral communication skills
- Experience in managing major collaborative research projects
- Experience of managing budgets and setting financial targets
- Ability to communicate with and manage a large spectrum of stakeholders
- Excellent IT skills, in particular Microsoft Office, including PowerPoint, Word and Excel
- An understanding of the requirements of research and the publication of scientific papers
- Innovative and flexible approach

Desirable

- Administrative experience related to research agreements, protection and exploitation of intellectual property
- Experience of commercial best practices
- Experience in direct supervision of staff
- Experience of managing science and technology staff and facilities
- Experience managing large, multi-centre collaborative projects

You will be expected to engage in continuous professional development activities to keep knowledge base and skills up to date and to develop them further.

Personal

- Essential: Fluency and clarity in spoken English
- Essential: Excellent written English
- Essential: Passion for biomedical research
About UCL

Founded in 1826, UCL was the first English university established after Oxford and Cambridge, the first to admit students regardless of race, class, religion or gender, and the first to provide systematic teaching of law, architecture and medicine. In the government's most recent Research Assessment Exercise, 59 UCL departments achieved top ratings of 5* and 5, indicating research quality of international excellence. UCL is in the top ten world universities in the 2007 THES-QS World University Rankings, and the fourth-ranked UK University in the 2007 league table of the top 500 world universities produced by the Shanghai Jiao Tong University. UCL alumni include Marie Stopes, Jonathan Dimbleby, Lord Woolf, Alexander Graham Bell, and members of the band Coldplay.

UCL is in practice a university in its own right, although constitutionally a college within the federal University of London. With an annual turnover around £600 million, it is financially and managerially independent of the University of London.

The UCL community: UCL currently employs approximately 8,000 staff and includes academic units as diverse as the Slade School of Fine Art, the Bartlett School and the Institute of Child Health. In total, there are around 70 academic departments and institutes whose activities span the following: arts and humanities, social and historical sciences, law, architecture and the built environment, engineering, mathematical and physical sciences, life and clinical sciences, and medicine. UCL's academic and research staff are a truly international community with more than a quarter coming from 84 countries outside the UK.

12,000 undergraduates and 7,000 graduate students study at UCL, of whom over 25% come from 130 countries outside the UK. UCL offers 275 undergraduate programmes and more than 220 taught postgraduate programmes as well as the opportunity to carry out postgraduate research in all of its subjects.

Application procedure

Further details about the post and the application procedure are available at www.london-nano.com. If you are unable to apply online please contact Ms Denise Ottley at the London Centre for Nanotechnology, d.ottley@ucl.ac.uk or 17-19 Gordon Street, London WC1H 0AH, for advice.

University College London is committed to equality of opportunity and of eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities in Employment Policy, Promoting Race Equality policy and Disability Policy and all other relevant guidance/practice frameworks.