Project Manager
Biology

Closing date: 6 February 2018
Interview date: 23 February 2018
Vacancy reference: 6328
INTRODUCTION

The leishmaniases represent a diverse collection of diseases. They affect ~150M people in 98 countries worldwide, are recognized by WHO as major neglected diseases of poverty, and disproportionately affect populations in low and middle-income countries (LMICs). Visceral leishmaniasis (VL) results in >20,000 deaths annually; cutaneous leishmaniasis (CL) impacts quality of life for millions of people. Although Ambisome has revolutionised VL treatment in South Asia, it is less effective elsewhere. Treatment for CL has changed little in >50 years. Drug resistance, the fragility of health systems and the limited impact of vector control represent significant challenges to controlling leishmaniasis with current tools. Availability of an effective vaccine would have a major impact on health and economic development in LMICs where leishmaniasis is endemic.

Funded by the Medical Research Council and Department for International Development (DFiD), this project looks to develop a human challenge model (HCM) as an integral part of the development pipeline for prophylactic leishmaniasis vaccines. We aim to have a suitable HCM established within the period of this grant, allowing combined Phase 1 / efficacy studies to then be conducted with any vaccine candidates available at GMP. The project runs over 42 months with collaborators from Czech Republic and Israel.
Main purpose of the role

This will be a varied and challenging position in which the role holder will act as an expert source of information for the study team, and play a major role in project organisation and communication across both project collaborators and external contractors. The post holder will be a suitably qualified individual who can bring extensive administrative experience and innovation to the management of the activities of the study team.

The postholder will provide high level administrative, research project management and organisational skills to the study team.

The postholder will be a core member of the Project Management Team.

The postholder will contribute to the development and implementation of policies and processes to ensure that:

- All project partners have effective and integrated administrative support to enable delivery of the project objectives.
- Ethical approvals for all studies are in place (including coordination of joint submission and submissions to HRA as required).
- All studies and infrastructure development comply with required legislation, and University and Funder requirements.
- All project meetings are effectively coordinated, managed and reported within the required reporting structure of the Funder.
- A new collaborative website is developed, populated and maintained, working with external and internal website developers as required.
- Funding streams are monitored in terms of spending and timelines including in relation to employment contracts and spend profiles.
- There is effective coordination with the Clinical Trials Project Manager on issues directly related to clinical research.

(Role holders will be required to undertake some or all of the duties below)

Key responsibilities:

- Establishment of procedures to ensure effective project management across three countries.
- Oversight of project budget and maintenance of working accounts.
- Act as a point of contact for any internal or external enquiries relating to the project.
- Co-ordinate the preparation and publication of project reports and information, ensuring that these meet legislative, contractual and ethical requirements.
- Understanding the requirements of various controlling bodies, agencies or frameworks, guiding the project in conforming to those requirements and coordinating any necessary audit processes.
- Liaising with the Project Management Team to ensure compliance with Research Governance, Good Clinical Practice, Data Protection and Ethical requirements.
- Provision of regular and ad hoc information, both written and verbal, to the project team.
- Planning, supporting and reporting within the funders guidelines for all project meetings.
- Coordinating overseas visits by the project team.
- To work with the Clinical Trials Project Manager in relation to clinical research activity undertaken as part of the project.
- To integrate workflows with the management of other clinical programs (e.g. MRC GCRF Foundation Award) to ensure full interoperability and transparency, and minimise resource duplication.

Key accountabilities:

- Take a lead role in the development, management and delivery of the administrative policies and processes that support the project.
- Take a lead in the development, implementation and monitoring of policies to ensure that all project activities adhere to legislation and best practice.
- Take a lead role in the organisation and the formal reporting of project-associated meetings, involving extensive interaction with overseas partners, and monitoring progress against agreed milestones.
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>First degree in related subject or equivalent experience</td>
<td>Essential</td>
</tr>
<tr>
<td>A professional qualification or membership of a recognised body, and/or substantial experience gained working at a senior level within a large and complex organisation</td>
<td>Essential</td>
</tr>
</tbody>
</table>

## Knowledge

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent knowledge of the full range of services and systems supporting project management</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge of Data Protection, Ethical requirements and EU Trials Directive</td>
<td>Desirable</td>
</tr>
<tr>
<td>Knowledge of related clinical and non-clinical research areas</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge of the UK Higher Education Sector</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

## Skills, abilities and competencies

<table>
<thead>
<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proven project management skills, with substantial experience of strategic planning, policy development, service delivery and financial management</td>
<td>Essential</td>
</tr>
<tr>
<td>A capable manager able to develop, lead and manage an effective team and apply available resources to optimum effect</td>
<td>Essential</td>
</tr>
<tr>
<td>Effective oral and written communication skills to ensure effective liaison with internal and external stakeholders</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to assimilate information on a wide-range of complex subjects and give advice accordingly based on judgements and conclusions reached from the issues involved; to make decisions and develop proposals and strategies based on this information</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to plan, co-ordinate and manage the implementation of new policies and processes, collaborating with colleagues as appropriate</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to work independently using own initiative taking ownership and responsibility</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to handle confidential and sensitive issues</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent inter-personal skills</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of working within a clinical research based environment</td>
<td>Essential</td>
</tr>
</tbody>
</table>
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of project managing complex administrative projects / teams</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of working within a regulatory framework</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of managing staff</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of administration in the context of laboratory research</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of working in a health-related field</td>
<td>Essential</td>
</tr>
</tbody>
</table>

## Personal attributes

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuracy and clarity in written work, able to meet regulatory requirements</td>
<td>Essential</td>
</tr>
<tr>
<td>The personal authority to enforce compliance with standards while maintaining good interpersonal relations with staff and colleagues external to the Department</td>
<td>Essential</td>
</tr>
<tr>
<td>A positive and cooperative approach</td>
<td>Essential</td>
</tr>
<tr>
<td>Instinctively pro-active in identifying ways to improve services and working practices</td>
<td>Essential</td>
</tr>
<tr>
<td>Able to encourage and enable other team members to play an active part in developing the work of the team</td>
<td>Essential</td>
</tr>
<tr>
<td>An enthusiastic, flexible and willing approach to new activity, including travel to collaborating countries</td>
<td>Essential</td>
</tr>
<tr>
<td>Commitment to professional development</td>
<td>Essential</td>
</tr>
</tbody>
</table>
**Centre for Immunology and Infection**

The Centre for Immunology and Infection Unit (CII) is an Interdepartmental Centre created by the Hull York Medical School and the Department of Biology at the University of York. Research within the CII ranges from fundamental studies on immunology, microbiology and parasitology through to first-in-man clinical research. Our aim is to develop a greater understanding of the processes underlying chronic infectious and non-infectious disease, and thus to develop new approaches to prevention and treatment.

Supported by major infrastructure investment the Centre was established in 2004 and expanded into additional purpose built accommodation in 2010. Within the current 2000m2 of research and office space, we have excellent facilities for research on ACDP HG3 organisms. Proximity to the Biosciences Technology Facility and Biological Services Facility of the Dept. of Biology ensure ready access to state of the art and well-supported cutting edge technology platforms and animal facilities (to HG3). Research in the CII has a focus on chronic diseases of infectious, autoimmune and hematological origin.

Staff with a direct interest in leishmaniasis research include Kaye (WT SIA and Translation Award, MRC DPFS, EDCTP; immunology), Mottram (WT IA, MRC Programme Grant, WT Strategy Award; molecular parasitology) Walrad (Anniversary Lecturer and MRC NIRG; molecular parasitology), and Lagos (Lecturer and MRC NIRG; miRNAs). Thus, the CII provides both a scientifically rich environment to support research and one that is highly supportive of the career development of young researchers.

**Department of Biology**

Following the 2014 REF the Department of Biology at York has again been placed in the Top 10 in the UK. It is 1st for impact outside academia - our research has had major influence on environmental policy, industry and health. This demonstrates our strengths across the biological sciences: from ecology to biochemistry, biotechnology and biomedical sciences.

Biology at York is in fourth place in the Guardian UK University Guide 2015 league table. The University of York is also ranked fourth place in the 2015 Complete University Guide.

The Department of Biology covers the spectrum of contemporary biological sciences with no internal barriers, and collaboration within the Department is strongly encouraged. Our Department comprises approximately 58 academic staff, 1 independently funded research fellow, 7 teaching fellows, 85 research associates, 170 support (technical, professional and administrative) staff, 180 graduate students, and approximately 863 undergraduates. Several senior positions are funded by charities or industry.

The Department has successfully continued to establish new laboratory space and refurbish our existing space. A new £6M teaching wing, with state of the art laboratory facilities, opened in 2014 and a second teaching building with innovative dry teaching spaces was opened in 2016.
THE DEPARTMENT

accommodate increasing numbers of students enrolled on our BSc Biomedical Sciences and Natural Sciences courses.

A further major £25M development included the establishment of the Technology Facility which provides ready access to a wide range of cutting edge equipment, technology and associated expertise. With six specialist laboratories, 2,000m2 of laboratory space and dedicated Laboratory Heads and technicians, the Technology Facility is an integrated part of how we undertake research in the Department. The six laboratories comprise: Imaging and Cytometry, Proteomics, Genomics, Protein Production, Molecular Interactions, and Bioinformatics. Full details of the Technology Facility can be found at http://www.york.ac.uk/biology/technology-facility/

The Department of Biology operates a set of family-friendly policies and welcomes applications that are made on a part-time and job share basis. We will do our best to accommodate such requests where possible.

Staff working patterns are flexible and a formal flexitime system is also in operation. We provide support and advice for staff taking maternity, paternity, adoption and parental leave, and the University has a nursery and a Child Care voucher scheme.

The Department strives to address gender inequalities and ensure that there is a culture that supports equality and encourages better representation throughout the department. Support for women at all stages of their career is recognised as being extremely important.

For further information please refer to our information on Athena Swan

Further information about the department is available at: http://www.york.ac.uk/biology/

The Hull York Medical School (HYMS)

HYMS is the landmark medical school established by the Universities of Hull and York, in partnership with the NHS. Established in answer to a national need for more doctors, HYMS welcomed its first students in September 2003. HYMS offers an exciting and effective curriculum for the doctors of the 21st century. Innovative study methods - including Problem-Based Learning (PBL), a virtual learning environment and a fully integrated curriculum - are putting HYMS at the cutting edge of medical education. Students also experience clinical placements weekly from the outset, spending time equally in hospital and community settings.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
The City of York
Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online
- Go to https://jobs.york.ac.uk
- Find this job using reference 6328
- Complete the online application form
You will need to submit your completed application by midnight (local UK time) on 6 February 2018

What will I need?
We will ask you for details of:
- your employment history
- relevant qualifications
- two referees
You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance
Direct any informal queries to paul.kaye@york.ac.uk or biol-dmthub@york.ac.uk
If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835