



Candidate Information

Position:	Project Manager (Change), iReach Health
School/Department:	Faculty Office MHLS
Reference:	23/111110
Closing Date:	Friday 25 August 2023
Salary:	£44,414 - £54,421 per annum.
Anticipated Interview Date:	Friday 8 September 2023
Duration:	Fixed term for 36 months

JOB PURPOSE:

The Belfast Region City Deal (BRCD) unlocks £1billion of transformative co-investment which will deliver more than 20 highly ambitious projects and programmes, create up to 20,000 new, and better, jobs and help make the region a global investment destination over the next decade - in 2030 and beyond.

The BRCD co-investment by the UK Government and NI Executive is aimed at stimulating long-term economic growth. As part of this growth package Queen's is leading the establishment of a new clinical trial facility (iREACH Health).

The iREACH Health Project Manager will support the delivery of a significant programme of modernisation and reform of the Northern Ireland (NI) clinical research ecosystem to better support the delivery of the NI Clinical Trial research portfolio.

The role will support the planning, development, provision and implementation of a new and innovative operational framework, aligning the requirements of key stakeholders in the NI clinical research ecosystem, facilitating new ways of working and operational methods to deliver on clinical research portfolio growth priorities, including joint Key Performance Indicators, governance, quality assurance and reporting structures and a new financial operational framework.

MAJOR DUTIES:

1. Apply specialist change management and process improvement expertise to support the successful development and implementation of a new operational framework, facilitating new ways of working to deliver on research portfolio growth priorities, including aligned KPIs/metrics, governance, and reporting structures.
2. Have overall responsibility for the management of iREACH Health implementation project, providing project/programme management support to service areas, and developing and evaluating requests for change, project plans and supporting documentation.
3. Work in partnership with the HSC Research and Development Office, HSC Central Facility (including Finance and HSC R&D Gateway), Networks, and other relevant stakeholders to develop and deliver the implementation project. Lead discussions and coordinate activity with partner organisations to deliver the change project successfully.
4. Lead the assessment of the prevailing environment, scoping and definition of change across Governance, Finance and Contracting structures to ensure outcomes and expected benefits are clearly articulated and aligned.
5. Develop systems to implement changes and improvements. Navigate, re-organise and develop workflows and processes across governance, legal, financial and operational frameworks to streamline clinical trial set up and delivery. Lead, collate, develop, and deliver guidance, working instructions and Standard Operating Procedures that integrate seamlessly with HSC and QUB processes.
6. Look beyond existing structures, ways of working, boundaries, and organisations to produce more effective and innovative agile service delivery.
7. Develop and evaluate progress against implementation project plan, identify and, where appropriate, escalate emerging risks associated with the project and implement strategies to manage these. Assess and manage the impact of change requests or modifications to agreed project deliverables.

8. Work with the NICRRRG Oversight Group, the iREACH Health Project Board and key stakeholders to make accurate judgements around timescales, benefits, costs, and risks to achieve maximum benefits realisation.
9. Manage, co-ordinate and present relevant internal and project communication through a range of media and settings including production of reports and management information for managers, committees, and appropriate publications. Build relationships with Workstream Leads, internal contributors, and external partners and ensure effective communication and progress between meetings/visits etc.
10. Develop and maintain positive, constructive, and collaborative working relationships and ensure effective partnerships, and communication systems, structures and processes are in place with and between all key stakeholder organisations across the NI research ecosystem.
11. Organise any visits and relevant events associated with the implementation project, working closely with colleagues across the HSC Trusts and University.
12. Undertake any other duties appropriate to the role and the objectives of iREACH Health as reasonably required by iREACH Health Project Board and HSC R&D Senior Regional Implementation Manager.

ESSENTIAL CRITERIA:

1. Honours degree (or equivalent for international applicants) in Life and Health Sciences discipline. Or, Substantial recent relevant Project Management experience in Life and Health Sciences/Clinical Trial environment which is directly comparable to the role.
2. Substantial recent relevant experience of delivering projects in a Higher Education Institution/Life Health Sciences/Clinical Trial environment to include experience of:
 - Successful application of change and project management principles.
 - Planning and delivering large scale projects on time and within budget.
 - Negotiating with and influencing multiple stakeholders.
 - Building and maintaining an effective change network.
 - Facilitation of groups, for example running workshops or discussions.
 - Training and coaching.
3. Evidence of having delivered a supportive and positive experience of change.
4. Knowledge of change and project management principles and approaches.
5. Problem solving skills, with the ability to communicate goals, and engage, motivate colleagues, and achieve buy-in to deliver common objectives.
6. Demonstrable evidence of positive negotiation and influencing skills.
7. Excellent IT skills and an advanced user of Microsoft Office products, especially Excel.
8. High level of attention to detail and ability to deliver high quality reports/ meeting papers to a range of audiences with a high level of accuracy.
9. Strong oral and written communication skills, with the ability to understand and present information using a variety of media to a range of audiences.
10. Ability to organise and direct self and others.
11. Adaptability and flexibility to manage ambiguity.
12. Proactive stakeholder management and ability to build relationships with people at all levels.
13. Willing to work flexibly to meet the requirements of the post including travel within Northern Ireland and the United Kingdom if required.

DESIRABLE CRITERIA:

1. A relevant postgraduate or professional qualification
2. A professional project/programme management qualification at Practitioner level.
3. Experience in the effective use of project management software.
4. Experience delivering change projects in Life Health Sciences/Clinical Trial environment.
5. Relevant healthcare/education experience.
6. Relevant knowledge and understanding of Clinical Trial environments.
7. Relevant knowledge and understanding of the Higher Education sector.
8. Understanding and knowledge of the specific challenges in delivering change with multiple partners.