



European Union

European Regional
Development Fund



**University of
Central Lancashire**
UCLan

Job Description

Job Title	MediComm - Project Manager. This post is part funded by ERDF.
School/Service	UCLan Research & Enterprise Service
Grade	I Grade
HERA Reference	HERA/21081
Responsible to	Head of IP & Commercialisation
Responsible for	Project staff

Job Purpose:

The Project Manager (PM) will have operational responsibility including the co-ordination of staff activity and budget monitoring of the Medical Innovation & Commercialisation Accelerator Programme' (MediComm).

To contribute to monitoring of the project's, scope, timelines, risk, budget and quality to ensure all contractual targets are met.

Main Duties and Responsibilities

1. To represent the University on operational and steering groups for the project and to manage the University's relationship with partner NHS Trust's on a day-to-day basis. To negotiate with lead partners on the structure of the project, the offer to business and compliance with the Service Level Agreement.
2. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and prepare reports summarising the performance of the project to the Project Director and Pro Vice-Chancellor Research, Innovation and Enterprise.
3. Complete quarterly ERDF progress monitoring reports for lead partners and The Ministry of Housing, Communities and Local Government (MHCLG).
4. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
5. To ensure adherence to processes in place to effectively manage the University's relationship with all SMEs, identifying opportunities for further collaboration.
6. To ensure adherence to processes in place to effectively manage SME client caseload in line with contractual outcomes stipulated in the project application.
7. To ensure all client activity is recorded to ERDF regulatory standards and supervise all other project staff to ensure compliance with ERDF regulations.

8. To manage both project budgets to agreed expenditure profiles and to identify and procure services to enable project delivery within specified budget headings.
9. Creation of a range of case studies from projects completed by the MediComm project that builds into a record of impact achieved by the project.
10. To manage and co-ordinate the day-to-day activity of staff involved in delivery of the project
11. Participate in events designed to reach an audience of SME businesses in Lancashire
12. Any other duties at the same level of responsibility as may be deemed necessary by the Project Manager/Head of IP & Commercialisation



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Person Specification

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Attributes	Essential	Desirable	Measured By
Work Experience	<ul style="list-style-type: none"> • Significant experience of working in a highly complex environment at pace managing multiple projects • Significant experience in service solutions and product support businesses with a focus on commercialising opportunities • A significant period of time working in a project management role. • Able to manage and negotiate with multiple stakeholders and have an advanced understanding of relationship building in a commercial environment • Experience of working with SME's • Experience of managing a team • Experience of negotiation and managing relationships with partner organisations <ul style="list-style-type: none"> • • Experience of monitoring project expenditure and budgets 	<ul style="list-style-type: none"> • Experience of working with SME's in the health and medical sector • Experience of monitoring project expenditure and budgets 	<p>Application Form</p> <p>Interview</p>

Education/ Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a STEM or Business-related subject • Project Management Professional (PMP) 	<ul style="list-style-type: none"> • Possess a higher degree in a health innovation management, health technology assessment, health economics or a closely related discipline or equivalent research, industrial or commercial experience. • PRINCE II certification 	Application Form Interview
Skills/Abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Negotiating skills including tact and diplomacy when working with partners and customers • Ability to identify and communicate effectively with SME's as well as being able to work with academics and health service staff. 	<ul style="list-style-type: none"> • Knowledge of ERDF funding • Knowledge of the workings of the Health sector 	Application Form Interview
Other	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to deal and work with people of all levels • Good administration skills • Driving Licence and car owner • An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours. 	<ul style="list-style-type: none"> • Presentation skills • Flexibility in approach to work • Ability to travel/work out of hours 	Application Form Interview