

**THE UNIVERSITY OF MANCHESTER**  
**PARTICULARS OF APPOINTMENT**  
**FACULTY OF BIOLOGY, MEDICINE & HEALTH**  
**MANCHESTER CANCER RESEARCH CENTRE**  
**EDUCATION AND COMMUNICATION MANAGER**  
**VACANCY REF: BM&H-015683**

Salary:	Grade 6 £32,816 to £40,322 per annum (Depending on experience)
Hours:	Full time
Duration:	Starting as soon as possible until 19th October 2022
Location:	Oglesby Cancer Research Building, Withington, The University of Manchester

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**Enquiries about vacancy shortlisting and interviews:**

Name: James O'Connor

Email: [James.O'Connor@manchester.ac.uk](mailto:James.O'Connor@manchester.ac.uk)

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**Overall Purpose of the Job:**

This is an excellent opportunity for a Project Manager based within the Manchester Cancer Research Centre (MCRC) at The University of Manchester. The post is funded through the Cancer Research UK National Cancer Imaging Translational Accelerator award (NCITA). The post holder will be responsible for developing and managing a new cancer imaging educational programme for NCITA.

This will involve co-ordinating a national cancer imaging training programme, with a substantial component that will require creation of an online teaching material. In addition you will run an annual national cancer imaging conference, be responsible for raising the profile of cancer imaging in the UK and will support various bespoke project-specific educational activities across the network. As a secondary aim, you will provide support for communication, education, public engagement and scientific deliverables within the MCRC and The University of Manchester site.

In all aspects you will have responsibility for deliverables and milestones, on time and within budget. You will: work effectively across complex research organisations, ensure timelines for projects are met and instigate change as required; use specialized knowledge to advise on public relations/engagement and funding strategy; be able to take initiative where necessary;

identify and breakdown tasks required for a multidisciplinary research group project; delegate and assign tasks to others.

The position offers an ideal opportunity for an enthusiastic, well-motivated individual with excellent interpersonal, communication, IT, networking and organisational skills to work in a multi-disciplinary research environment. You will need to work with minimal supervision and ideally will have experience across education, communication and research.

### **Key Responsibilities, Accountabilities or Duties:**

#### **Project Management**

- Day to day project management and supervision of the main education aspects of NCITA, namely organising and delivering a national cancer imaging conference yearly, co-ordinating a national cancer imaging training programme.
- Create and develop digital resources and manage their distribution on various software platforms.
- Raising the profile of cancer imaging in the UK, including public engagement around educational activities.
- Provide ad hoc tailored support for bespoke project-specific educational activities across the network, for example working with an investigator to develop training for a specific study that forms part of the NCITA portfolio.
- Provide project-specific support for the University of Manchester studies in the NCITA portfolio.
- Develop effective working relationships across the seven partner institutions (Cambridge, ICR, Imperial, KCL, Oxford and UCL, along with Manchester) to achieve the above aims.
- Manage the implementation of the above projects, coordinate and implement changes to the project plans as required, ensuring they keep to specific timelines and can deliver on objectives.
- Establish and maintain educational resource databases.

#### **Communication**

- Demonstrate effective communication in the management of educational projects, in partnership with the Principal Investigator for the educational activities within NCITA (James O'Connor).
- Demonstrate effective communication with numerous other investigators across the 7 partner institutions involved with the educational activities of NCITA.
- Create effective and engaging communication products that successfully demonstrate research activities of NCITA and other Manchester cancer research organisations.
- Provide regular updates to James O'Connor and project partners with regards to overall progress and in particular milestones, key deliverables and reporting.
- Liaise with colleagues via internal and/or external networks to ensure effective management and project delivery.
- Act as the first point of contact for all new project enquiries. Provide detailed and timely responses to all enquiries.

#### **Arranging and attending meetings**

- To attend the national cancer imaging conference and main trainee educational events along with the key investigators who are the scientific leads (expected to be in various UK locations, mainly outside of Manchester)

- Organise and participate in all stages of the set up process for the educational and research meetings (face-to-face, video- or teleconference). Devise the agendas, minute and disseminate appropriately.

### **Preparing teaching material and documents**

- To drive creative content in developing online teaching material
- To co-ordinate and edit material relating to the national cancer imaging conference and the main trainee educational events, to be used as hand-out material for attendees.
- To collate, co-ordinate and edit material that reports on the overall success of these educational events. This material will serve as feedback to CRUK both through required formal channels (e.g. education section of Researchfish submission) and bespoke reporting (e.g. to CRUK Research Managers).
- To co-ordinate the educational section of the annual NCITA report for CRUK.

### **Financial Management**

- Manage finance accounts related to educational projects detailed above; work to ensure maximum value is achieved for the resources available.
- Review financial statements and spending projections on a regular basis in collaboration with the Finance Officer and Research Support Manager.

### **General**

- Have an understanding of and commitment to promote the University's policies and procedures to support and promote Equality & Diversity;
- To maintain confidentiality of information in line with data protection requirements and University policy
- To comply with Health and Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment
- To contribute to the University's agenda for social responsibility, including sustainability.

## **PERSON SPECIFICATION**

### **Essential Knowledge, Skills and Experience:**

#### **Education:**

- University degree (or equivalent)

#### **Experience of:**

- Creating and disseminating digital educational resources using visual imagery and text.
- Co-ordinating video conferencing, video capture and editing of resources.
- Sharing resources across multiple platforms.
- Working within project management, with experience in an educational setting and/or large organisations.
- Leadership within a multi-disciplinary group.
- Experience of financial management including budgeting.
- Understanding academic research and related clinical/medical terminology.

**Skills:**

- Critical appraisal of existing methods and resources.
- Ability to innovate and create new ideas, with successful implementation into practice.
- Independent working.
- Demonstrate excellent organisational skills and time management.
- Perform effectively under pressure prioritising competing demands and a varied workload.
- Excellent oral and written communication skills including presentations.
- Data management (collating, analysing and summarising) personal data necessary to organise events.
- High level IT skills (Adobe creative suite or equivalent, MS office & databases).

**Aptitude:**

- Able to develop and maintain personal relations at all levels across disciplines.
- Decisive and diplomatic.
- Self-confident, self-motivated and articulate.
- Ability to contribute and be an effective member of a team.
- Results orientated and hard working.

**Desirable:****Education:**

- Postgraduate degree (PhD or Masters).

**Experience of:**

- Communicating complex science to a wider audience.
- Line management

**Skills:**

- Photographic and editing skills to enhance digital communication (such as animation and videographer experience and skills).
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**GENERAL INFORMATION****CRUK National Cancer Imaging Translational Accelerator**

The National Cancer Imaging Translational Accelerator (NCITA) is a £10M Cancer Research UK (CRUK) project that addresses the gaps in translation of imaging biomarkers either as tools for clinical trials or to aid clinical decision making. NCITA brings together seven of the leading cancer imaging centres (Cambridge, Imperial, ICR, KCL, Manchester, Oxford and UCL) through a network of imaging-dedicated cross-institutional infrastructure.

NCITA will establish a fast and robust cross-institutional pipeline to produce quality assured locked down Imaging Biomarkers (IB): both for drug discovery within pharma clinical trials leading to more efficient development of cancer therapies; and practice changing paradigms within the NHS for areas of unmet clinical need. More specifically, the network will:

- Drive collective innovation – harnessing multicentre expertise to develop new IBs
- Ensure highest quality – through focussing imaging specific expertise towards quality assurance/control and establishing ‘certification’ of IBs

- Provide data repository and enable data sharing – to facilitate imaging trials, lock-down processing pipelines, develop image analysis methods challenges and big data research.
- Improve efficiency and reduce administrative burden – by establishing a unified cross-institutional contract and imaging trials unit to expedite set-up and delivery of studies
- Create sustainability – through a financial model that off-sets costs and makes NCITA available to external academic institutions and pharma; and by continuous training of NCITA staff and the next generation of imaging scientists.

### **The University of Manchester**

<http://www.manchester.ac.uk/>

The University of Manchester is Britain's largest and most popular university, with a distinguished history of academic achievement and an ambitious agenda for the future. The University, with income in excess of £780M, has four Nobel Prize winners amongst its current academic staff, and has embarked on an exciting and bold course which aims to make us one of the top 25 universities in the world, as set out in the University's strategic vision for 2020: [Strategic Vision 2020](#).

The University of Manchester was established in 1824, bringing together The Victoria University of Manchester and UMIST to form The University of Manchester. It has an excellent track record in research, as demonstrated by a research power exceeded only by Oxbridge in the RAE 2008 and specifically by the award of two Nobel prizes in physics in 2010. The University's research strategy can be found here: [UoM Research Strategy](#).

The academic structure of The University of Manchester is made up of Faculties and Schools. There are four Faculties and further information about each Faculty and its related Schools can be found here: [UoM Faculties and Schools](#).

### **The Faculty of Biology, Medicine and Health (FBMH)**

<https://www.bmh.manchester.ac.uk/>

The Faculty of Biology, Medicine and Health was created in 2016 as a new, integrated structure that delivers a truly translational approach to the life sciences, ensuring smooth research pathways - from pure discovery science through to clinical application and patient care.

With a total annual income of over £300 million, and over 3,000 members of staff, the new Faculty is comparable in size to a medium-sized UK university. The thirty undergraduate and 90 postgraduate programmes offer opportunities for our 11,000 students to develop the skills and knowledge they need for a successful career.

The Faculty's matrix structure facilitates interdisciplinary working and enables us to learn from each other and share best practice; and our eight, strategic Research Domains, including Cancer, help to articulate our research strengths, drive large-scale, collaborative research activities and strengthen relationships with our research and healthcare partners.

The integration of discovery biology, clinical application and patient care within a single Faculty, particularly in a region with notable health inequality, provides us with a real opportunity to have a very significant and positive impact on people's lives.

### **Division of Cancer Sciences**

The Division of Cancer Sciences is one of six divisions within the School of Medical Sciences. It is largely based out of the Oglesby Cancer Research Building in Withington and remains

closely aligned with the Cancer Research UK Manchester Institute and The Christie NHS Foundation Trust, which provides a focus for cancer research activity that combines an international reputation for cancer research with the largest scale cancer clinical service in the UK.

Other activity in the Division is based either on the University's Oxford Road site or in key Manchester Academic Health Science Centre (MAHSC) partner sites at Central Manchester University Hospitals NHS Foundation Trust, University Hospital of South Manchester NHS Foundation Trust and Salford Royal NHS Foundation Trust. The large patient base found in Greater Manchester and linked to the research network provides major opportunities for the growth of clinical and translational research, a key objective of the Trusts and the University.

### **Manchester Academic Health Science Centre**

[www.mahsc.ac.uk](http://www.mahsc.ac.uk)

The University, and in particular the Faculty of Medical and Human Sciences, is a key member of the Manchester Academic Health Science Centre (MAHSC).

Formed in 2008, MAHSC is a Federation of Equal Partners enabled by a Company Limited by Guarantee. The partners involved in the MAHSC are: The University of Manchester, Central Manchester University Hospitals NHS Foundation Trust, Manchester Mental Health and Social Care Trust, Salford Primary Care Trust (NHS Salford), Salford Royal NHS Foundation Trust, The Christie NHS Foundation Trust and University Hospitals of South Manchester NHS Foundation Trust.

MAHSC is one of only five Department of Health designated AHSCs in the UK. The designation is a mark of excellence across research, innovation, education and patient service, and recognition of the potential to excel in translational medicine. MAHSC's vision is to be a leading global centre for the delivery of innovative applied health research and education into healthcare. As with other AHSCs, MAHSC has a dual role: to act as a beacon of international excellence for the UK and to provide leadership and early adoption for our local health system. This will be delivered via a tripartite approach encompassing research and innovation, education and training and clinical service.

### **Manchester Cancer Research Centre**

[www.mcrc.manchester.ac.uk](http://www.mcrc.manchester.ac.uk)

The Manchester Cancer Research Centre (MCRC) is a unique collaboration that unites the expertise, vision, and resources of cancer research operations from our partner organisations from across Manchester.

The MCRC was founded in 2006 by The University of Manchester, Cancer Research UK and The Christie NHS Foundation Trust. Since its inception, it has since been established as the cancer research arm of the Manchester Academic Health Science Centre (MAHSC) and has expanded its activities to cancer research at Salford Royal and Manchester University NHS Foundation Trust.

Under the direction of Professor Robert Bristow and the MCRC Strategic Operations Team, the MCRC has a vision to create a cancer free future by driving innovation and discovery from the laboratory to the clinic, providing opportunities for researchers to deliver the best science that provides the best benefit to people affected by cancer.



In 2015, the MCRC relocated to the Oglesby Cancer Research Building, a world-class £28.5million building that is home to 250 researchers from across the Division of Cancer Sciences and Cancer Research UK Manchester Institute as well as The Christie clinical trials support teams. This co-location of basic, clinical and translational sciences encourages greater collaboration and integration between cancer researchers and clinical colleagues.

The MCRC has enjoyed considerable success in recent years, following the creation of

- A CRUK-funded Centre of Excellence in Lung Cancer Research (with UCL, London),
- A MOVEMBER Prostate Cancer UK Centre of Excellence (with Queen's University Belfast)
- A CRUK Radiation Research Unit (CRUK RadNet Manchester) in collaboration with The Christie NHS Foundation Trust
- A member of the International Alliance for Cancer Early Detection (ACED)

The MCRC is also an accredited Cancer Research UK 'Major Centre', one of four centres across the country and functions to transform clinical care of cancer patients through developing an implementing a personalised medicine strategy. The MCRC also functions as the Faculty of Biology Medicine and Health's Cancer Research Domain, as a way to promote interdisciplinary, collaborative and strategic research.

Researchers in Manchester have access to the MCRC Biobank, which provides scientists with access to a large quantity of high quality biological samples for research purposes. The Biobank provides a centralised resource, collecting samples from five NHS Trusts across the Greater Manchester area.

### **The Christie NHS Foundation Trust**

[www.christie.nhs.uk](http://www.christie.nhs.uk)

The Christie NHS Foundation Trust was established in 1901 by charitable donations, as a specialist hospital caring for cancer patients and developing new treatments. It became a Foundation Trust in April 2007, has 30,000 members and a turnover of £183M. It has a green governance rating and a financial risk rating of 4 (good) from Monitor and was rated one of the top 5 hospitals in England by the 2011 staff and inpatient survey.

The Christie is the sole provider of radiotherapy and chemotherapy to the 3.2 million people in the Greater Manchester and Cheshire cancer network, which is the largest in England. It also provides highly specialist surgical cancer services to patients across the north west and nationally. In addition, it delivers radiotherapy services from two satellite centres that it runs at the Royal Oldham and Salford Royal hospital sites. Consultants from The Christie visit 8 other hospitals in the network, delivering outpatient services and some chemotherapy treatments.

The Christie brings together basic and translational research with NHS service on a single site to deliver new cancer treatments. It is one of the largest cancer centres in Europe, treating more than 40,000 cancer patients a year, and has been elected to the board of the Organisation of European Cancer Institutes (OECI), the umbrella organisation for all the major cancer centres in the EU.

The Christie is organised in four clinical management divisions: Networked Services Division includes the Departments of Medical Oncology, Clinical Oncology, Palliative Care,

Endocrinology and Paediatric and Adolescent Oncology. Cancer Centre Services includes Surgery, Anaesthetics, HDU, Haematology, Radiology, Pathology, Pharmacy and Supportive care. In addition, the divisions of Christie Medical Physics and Engineering and Research and Education deliver important components of the comprehensive cancer centre.

The Departments of Medical and Clinical Oncology have international reputations for their clinical work. All consultants are site specialised and common treatment policies are developed through the multi-disciplinary Disease Groups (DGs). Links to the cancer units are maintained through a number of peripheral and outreach clinics across the network.

The Patient Treatment Centre opened in November 2010 and is a purpose built facility encompassing a dedicated Clinical Trials Unit, an outpatient chemotherapy treatment facility and a private patient facility. Two satellite radiotherapy centres, at Oldham and Salford, enabling increased capacity for treatment and local delivery of treatment, opened in August 2010 and July 2011 respectively. There are plans for The Christie to develop satellite centres in the Pennine Trust and in Salford so that ambulatory care can be delivered locally.

The Christie is committed to cancer research. The Research Division has strong links with The University of Manchester, Cancer Research UK and the Manchester Cancer Research Centre.