

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

FACULTY OF BIOLOGY, MEDICINE & HEALTH

SCHOOL OF HEALTH SCIENCES

DIVISION OF INFORMATICS, IMAGING AND DATA SCIENCE

PROJECT MANAGER LIAISON WITH HEALTH EDUCATION ENGLAND

VACANCY REF: BMH-016877

Salary:	Grade 6, £32,816 to £40,322 pro rata, per annum, depending on relevant experience
Hours:	0.6 FTE
Duration:	Fixed term available asap until 31 March 2024
Location:	Remote working with main base at HEE offices in Birmingham. Some travel to Manchester may also be required.

Enquiries about the vacancy, shortlisting and interviews:

Name: Stuart Sutherland

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The post-holder will be employed by the University of Manchester (UoM) and seconded to the National School of Healthcare Science (NSHCS) in Health Education England (HEE) in order to work across both organisations on an exciting range of clinical data science and healthcare science training and education projects.

Data Sciences at Manchester

Manchester has an engaged data science community of over 400 investigators, with methodologists embedded in Schools across the University and connected through the University's [Institute for Data Science and Artificial Intelligence](#). Our expertise covers the complete data science life-cycle: from information management, through analytics, to practical applications. A key feature of our approach is very close coupling between methodologists and translational scientists, drawing on strength-in-depth in real-world applications of data science. This creates a virtuous circle, where challenging real-world problems drive the methodology research agenda, whilst providing a natural route to exploiting new algorithms and methods. We believe this deeply multidisciplinary approach is one of the distinctive features of data science at Manchester.

Within the Division of Informatics, Imaging and Data Science (School of Health Sciences), we cover a broad spectrum of research and teaching including medical and biological imaging, clinical bioinformatics, health informatics and aspects of systems biology as well as developing new

methodologies. We collaborate closely with our NHS partners, Health Innovation Manchester and industry to apply our research and deliver impact.

Teaching within the Division includes an [MSc in Health Data Science](#), a joint MSc in Health Informatics in collaboration with University College London and a [PG Certificate in Clinical Bioinformatics](#). We also offer accredited short courses, two MOOCs in Clinical Bioinformatics and Artificial Intelligence for Health and Digital Transformation and commissioned programmes for industry and the public sector. We have a vibrant international community of postgraduate research students and also contribute to undergraduate programmes in Manchester Medical School and the School of Computer Sciences. The post holder will contribute to expanding our range of educational programmes, particularly in the online space. Within the Division, work in this area has been supported by a £5m investment into the School to create the [integrated interdisciplinary innovations in health science hub](#) to promote teaching and research across disciplines, for population health benefit through data sciences.

The National School of Healthcare Science in HEE

The National School of Healthcare Science (NSHCS) is part of Health Education England (HEE) and was established in 2011 to facilitate and support the education, training and development of all healthcare scientists from apprentices to Consultant grade. Healthcare Scientists work across more than 30 professional specialties providing scientific, diagnostic and patient monitoring services, in health. The school provides and continuously develops programmes to train and support scientists, and increasingly all healthcare professionals, to adapt to new scientific and digital advances and work flexibly across patient pathways to provide high quality services. The School has a remit across the four nations of the UK for healthcare science. Find out more about the School at <https://nshcs.hee.nhs.uk/>

Clinical Data Science Programme

Health Education England (HEE) have commissioned the University to develop a flexible programme of clinical data science courses in collaboration with the National School of Healthcare Science and clinical partners from The Christie Hospital, to support workforce development plans highlighted in the NHS Cancer programme and NHS Long Term plan. This educational programme will support the development of data science, statistics, machine learning and programming capabilities across the healthcare science workforce and beyond to clinical specialties, leading to a 60-credit postgraduate qualification in Clinical Data Science.

Overall Purpose of the Job

The Project Manager will be responsible for the oversight and delivery of a number of projects concerned with the development, delivery and evaluation of education and training in clinical data science and healthcare science between and within the UoM and the NSHCS.

A principal area of focus for the Project Manager is to be the key liaison between the NSHCS and UoM to manage the development, communication and delivery of the Clinical Data Science Programme to the requirements of HEE.

Within the NSHCS the Project Manager will be responsible for designing, co-ordinating and delivering a number of projects which will help the NSHCS to understand and to represent the impact of some of its online and workplace-based education and training activities.

Key Responsibilities, Accountabilities or Duties

- Act as the main contact and manage the liaison between staff of the NSHCS, the University of Manchester and other key stakeholders (Senior Healthcare Professionals) in connection with the development of the Clinical Data Science programme
- Jointly monitor and report on progress against the project plan, with a proactive approach to identifying and addressing risks and issues.
- Be responsible for co-designing, setting-up, maintaining and participating in effective and efficient communication processes about the progress of the Clinical Data Science Programme with all stakeholders and with a particular emphasis on ensuring that stakeholders across HEE are kept well-informed about the Clinical Data Science Programme.
- Represent HEE on the programme Curriculum Development Steering Group and contribute to the strategy to ensure co-creation
- Track and present regular updates on progress against milestones and KPIs of the Clinical Data Science programme to the Programme Director NSHCS & Strategic Advisory Board
- Plan, organise and support the running of the Clinical Advisory Board meetings for the Clinical Data Science programme, working with the Programme Director to ensure that all key stakeholder groups are represented, and requirements are captured and fed into the Curriculum design
- Support the Programme development team at the University of Manchester and the authors and developers of individual modules to recruit and engage with healthcare professionals from across the professional spectrum for a number of key activities, including content capture for case studies, testing and providing feedback upon programme platforms and module content
- Work with the programme director to ensure that required evidence is captured to support the programme sustainability business case beyond this funding and contribute to the writing of the sustainability case.
- Proactively ensuring the provision of a comprehensive, high quality and efficient open data publishing service within the NSHCS, including identifying improvements to team and/or department working practices, implementing policies and affecting change by proposing amendments/improvements. The post holder will be responsible for the design and project management of this service to capture and publish a broad range of data about recruitment to and achievement by trainees across the range of its many training programmes,.
- Design, plan and project manage a small number of data and research-focused activities within the NSHCS to understand and to represent the impact of some of its online education and training content and activities.
- Design, plan and project manage a study to capture intelligence about the career pathways of trainees who have graduated from NSHCS training programmes.

Person Specification

Essential:

- A first degree or relevant professional qualification and/or significant experience of managing large projects and successfully leading significant change initiatives
- Proven experience of working effectively with academic and professional services colleagues and with external partners to influence and drive change
- Proven experience of managing multiple projects to defined timescales and evaluating outcomes against organisational objectives.
- Experience of working in a dynamic environment within an academic unit / department / School of significant size and/or complexity.
- The ability to demonstrate experience of delivering successful outcomes and operational objectives with excellent planning and organisational skills and respond calmly and effectively under pressure whilst working to tight deadlines.
- An excellent knowledge of the University's organisation, governance and strategic objectives, particularly with respect to Teaching & Learning and/or Student Experience.
- Significant experience and understanding of systems, processes within a large complex organisation.
- Experience in the design and delivery of projects with a strong emphasis on the evaluation and impact of education and training initiatives
- Highly developed interpersonal and communication skills which can be harnessed to lead and engage teams, influence and network, maintain professional working relationships at all times and work positively, collaboratively and respectfully with a range of students and colleagues from diverse backgrounds.
- The intellectual capacity to initiate, negotiate and implement progressive developments and find solutions to complex problems.
- The ability to set own objectives, review progress, work within timescales and determine priorities.
- Strong analytical, data-focused and problem solving skills and the ability to establish alternative courses of action and formulate recommendations.
- The personal skills and professional experience to make a difference and add value to the post, the wider teams, HEE and the Faculty of Biology, Medicine & Health overall
- Flexibility in working arrangements.

Desirable:

- Qualification in leadership and management.
- Qualification in project and/or change management.

Expectations and Success Factors

- To be proactive team member and treat all colleagues and students with respect in accordance with the established Professional Service Behaviours.
- To be willing to work across organisational boundaries.
- To seek new knowledge and share ideas.
- To present a professional attitude and positive approach to work.
- To be open and responsive to change and innovation and encourage these core values amongst academic and Professional Service teams.