



St George's School of Health and Medical Sciences

City St George's, University of London

**Centre for Neonatal and Paediatric Infection
Institute for Infection and Immunity**

Research Project Manager

Ref: 640-24-R

JOB DESCRIPTION

Post Title	Research Project Manager
Grade	CSG 6
Contract type	1 year fixed term, possibility to extend based on funding
Responsible to	Senior Research Project Manager and Group Lead
Accountable to	Operations Manager
Responsible for	N/A
Liaises with	Centre for Neonatal and Paediatric Infection, Penta Child Health Research, Global Antibiotic Research and Development Partnership, the co-ordinating partner organisations, other relevant institutional managers and individual Principal Investigators

Overall purpose of job

This is an exciting opportunity for a Research Project Manager to take part in a range of ongoing neonatal and paediatric research activities, primarily investigating antibiotic usage, consumption, resistance and stewardship research and focusing on strategic clinical trials in antimicrobial resistance (AMR) run by the Centre for Neonatal and Paediatric Infection (CNPI).

The CNPI AMR group works in collaboration with multiple partner organisations with an aim to define novel treatment and prevention interventions to improve outcomes in infections caused by antimicrobial resistant pathogens. The group has conducted multiple observational and interventional studies in neonates and children, building a global research network on the prevention and optimal treatment of severe infections. This includes studies looking at the impact of the use and consumption of antimicrobial therapy in different settings across the



world, aiming to develop and deliver new treatments, policies and guidelines for the management of infections in places with high emerging drug resistance. The team attracts funding from major research bodies in the UK and Europe, including the EU commission, Horizon 2020, the Medical Research Council, and the World Health Organisation.

The post holder will be primarily responsible for supporting the Senior Research Project Manager, the Group Lead, the Operations Manager and the Chief Investigators, Professor Mike Sharland and Dr Julia Bielicki, and leading Principal Investigators in the coordination and project management of the AMR research portfolio.

This exciting post offers a unique opportunity to work on highly original research projects within CNPI. The postholder will be managing a wide range of research studies investigating large global empiric treatment trials to treat specific bacterial causing diseases such as pneumonia and sepsis.

1. Main Duties and Responsibilities

Project Management and Coordination

- To be responsible for the management of commercially or publicly-funded, national and international, observational and clinical studies from setting up to completion including, but not limited to, submission of applications to ethics and regulatory bodies, preparing costings, invoices and contracts, communicating with investigators, partners and sponsors and coordinating any other required study specific activity.
- Supervising projects' progress and working with investigators and the study teams to ensure that the trials are meeting their targets, deliverables and milestones. Anticipating, predicting and preparing for any changes needed with the protocols, funding or time.
- Maintaining of the overall project plans (including Gantt charts, calendars, resource allocations, task lists and recording of decisions)
- Ensuring all studies are conducted in compliance with and in adherence to quality standards, SOPs, ICH-GCP and/ or other guidelines and to identify, evaluate and rectify problems.

Project Set Up

- Coordinating grant, consortium and other project agreements and any amendments relating to the projects.
- Identifying sites and manage study set-up, including taking responsibility for organising and chairing Investigator meetings and Site Initiation Visits
- Preparing and submitting project applications to national and international ethics committees and regulatory competent authorities where research is carried out. Correspond with R&D departments to gain approval for studies coordinated by the PIDRG and support the participant study sites, maintaining regular contact with site personnel to check on trial progress.
- Training and supporting sites on study protocols and related documents. Act as point of contact for question relating to trial procedures and study management.



- Supporting the drafting and review of study documents such as the study protocols, patient information sheets, Standard Operational Procedures (SOP) and clinical study plans
- Establishing and maintaining effective filing systems including Case Report Forms, Trial Master Files, Investigator Site Files and administrative files.

Project Maintenance

- Providing regular and ad hoc information, both written and verbal, to all the trial participants and sponsors, including reports, updates, guidance and commitments. You will provide leadership in ensuring that these responsibilities are maintained throughout the project as well as in promoting close collaboration between hospitals participating in the projects
- Coordinating all internal and external project communication and assisting the Senior Research Project Manager, Group Lead and Operations Manager with information sharing and communication within the team.
- Ensuring that the trial data collection is complete, accurate and up to date and that any data queries are followed through to a satisfactory conclusion within a reasonable timescale.
- Management and monitoring of the trial budget(s), maintaining the accounts and databases containing of all invoices received.
- Co-ordinating the preparation and publication of data, reports and information ensuring that these meet legislative, contractual and clinical requirements.
- Ensuring all administrative closeout procedures are completed and that projects are archived according to the correspondent guidelines or SOPs.

Administration

- Developing, implementing and maintaining effective and efficient office systems, including systems for documenting, filing and tracking CNPI projects, programmes and activities (e.g., grant proposals, publications, expenditures and correspondence).
- Planning and organising internal, national and international meetings between research collaborators, conferences, seminars and events including liaison with speakers, collating travel expenses, booking venues and accommodation, circulation of publicity, organising catering and technical services and to ensure that events run smoothly and professionally.
- Providing administrative support at research meetings, preparing agendas and taking minutes and following up on actions as requested
- Being responsible for ordering and maintenance of stationery, study documents, supplies and equipment.

Personal Development

- Keeping up to date with literature relating to clinical research and regulations.



- Identifying training needs to maintain and develop role and ensure mandatory training updates are undertaken in a timely manner
- Being responsible for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations
- Ensuring confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

2. Special Factors

There is a wide range of paediatric research ongoing within the CNPI. The group runs academic trials, surveillance studies and maintains databases to the highest standards. The post holder may be asked to provide support in coordinating other current research projects of the CNPI.

The post holder may be required to travel on a semi-regular basis.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	BSc in paediatrics, epidemiology or global health (or any other relevant science) or equivalent experience.	E	PQ/AF
	PhD or MSc in paediatrics, epidemiology or global health (or any other relevant science) or equivalent experience.	D	PQ/AF
	Professional qualification or any additional related qualifications	D	PQ/AF
Experience	Track record of successfully managing multiple concurrent, multi-site research studies.	E	SS1 , AF, INT
	Understanding or experience of scientific research processes	E	SS2 , INT
	Previous experience with project budgets/finances	E	SS3 , /INT
	Management of multi-country research studies	D	AF/CV/INT
	Experience in neonatal and/or Paediatric research	D	AF/CV/INT
Knowledge/ Skills	Ability to cope with a heavy and multi-stranded workload while maintaining a high level of accuracy and to support others in doing so.	E	INT
	Ability to identify, monitor and facilitate resolution of issues	E	SS4 , INT
	Ability to manage large datasets, ensuring data is handled confidentially and within policy and guidelines.	E	SS5 , INT
Personal Attributes	Ability to work independently and use initiative to work as part of a team	E	INT

	Willingness and flexibility to adjust to changing requirements in a challenging environment	E	INT
	Proactive attitude with the ability to think and plan ahead.	E	INT
	Ordered, organised and able to determine priorities for self and team	E	INT
	Enthusiastic and positive approach to work	E	INT
	Excellent communication skills, both verbal and written, with a wide range of people at all levels, and all cultures. Excellent interpersonal skills.	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

3. Date

November 2024



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £42,632 pa, (pro-rated for part-time staff). The salary range for **CSG 6** is £42,632 – £49,250 and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: Jmartin@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **17 October 2024**

Interview date is TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **640-24-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

