

**Job Description**

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| **Job Title:** | Senior Project Manager, DATAMIND |  |
| **Department / School:** | Centre for Clinical Brain Sciences |  |
| **Reports To:** | Professor Andrew McIntosh |  |

**Job Purpose**

We are seeking an experienced Project Manager to support the development and delivery of a major investment in mental health data science, DATAMIND. The post-holder will work closely with the DATAMIND investigators and staff and also with the wider UKRI Mental Health Platform.

The individual in this role will focus on:

* Supporting the day-to-day operation of the DATAMIND.
* Taking a lead on managing DATAMIND’s relationship with external stakeholders including industry, the NHS and other funding bodies.
* Promoting the work of DATAMIND.
* Supporting the identification of new mental health and other datasets and making these finable.

The role would suit someone with an academic/research background that involved working with sensitive research data who also has proven project management experience.

**Main responsibilities**

* Manage the relationship between DATAMIND staff and its leadership team - communicating programme management information - acting as a passionate and energetic spokesperson for DATAMIND who can engage and excite others - maximising opportunities - setting clear expectations and working to the highest standards of integrity. (Approx. 25%)
* Provide project management expertise for DATAMIND. Ensuring that DATAMIND events are delivered successfully within, specified outputs and timescales. Working closely with the widr DATAMIND team and the UKRI Mental Health Platform and and taking a lead on income and expenditure budgeting, forecasting and reporting at the Scottish site. (Approx. 25%)
* Identifying and developing strategic relationships with industry and with other relevant stakeholders including UKRI and other funding bodies. (Approx. 25%)
* Working with the leadership team and other staff to deliver DATAMIND events and meetings. (Approx. 20%)
* Working with others to develop content for communications on the website and social media. (approx. 5%)

The job-holder will meet monthly with PIs and other senior figures within DATAMIND and the wider Menatl Health Platform, and external stakeholders. A willingness to travel within the UK is required, but is not expected to be frequent or exceed one overnight stay every 3-6 months.

Including:

* Networking with fellow professionals in the wider community and representing DATAMIND’s activities on internal and external platforms

**Planning & Organising**

The post holder will:

* Set own objectives and plan own workload over short-term (weekly) and long-term (annual), agreed within the broad framework set by their line manager and the DATAMIND leadership team.
* Plan and develop the early identification of opportunities arising from DATAMIND and external stakeholders and plan for the effective exploitation of these over timescales ranging from months to years.
* Oversee projects and events and ensure each is managed, risks are identified and mitigated, and activities are delivered on time and to budget.
* Assist in the monitoring and reporting of data to the DATAMIND leadership team and UKRI.

**Problem Solving**

* Foresee and try to avert difficulties where possible, and negotiate and resolve challenges in collaboration and project delivery in a timely manner within the membership of DATAMIND.
* Convert information on scientific, intervention and policy opportunities into a readily accessible form to enable early adoption.
* Negotiate with external stakeholders, to maximise the benefit from project and programme activities.
* Identify efficiencies and areas of collaboration wihin and beyond DATAMIND and the Mental Health Platform, sharing best practice to develop a consistent approach and build a shared awareness of opportunity and risk.

**Decision Making**

* Decide on prioritisation of own work and set targets within broadly-agreed strategy.
* Collaborate with their line manager and DATAMIND leadership team to prioritise projects and ensure critical milestones are met
* Ensure timely escalation of issues to their line manager and DATAMIND leadership team.
* Determine and resolve project slippage and scope changes in respect of the overall programme of activities
* Risk and issue management for specific DATAMIND projects.
* Identify and evaluate responses to project issues advising on possible solutions working in conjunction with the DATAMIND and other staff.
* Attend meetings with the DATAMIND project team to ensure any deliverables ‘at risk’ are factored into future planning
* Attend regular management team meetings

**Knowledge Skills and Experience**

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| **Attribute** | **Essential** | **Desirable** |
| **Education, Qualifications & Training** | Educated to MSc, PhD or MBA standard in an appropriate discipline (An undergraduate or postgraduate degree with any mental health component, including (but not limited to)  psychology, psychiatry or neurosciences) | * Project Management accreditation |
| **Knowledge & Experience** | * Significant relevant experience in higher education in a administrative or project/programme management role. * Experience with communication in various forms, e.g. website development, social media, newsletters, events. * Proven track record of patient and public involvement and engagement (PPIE) work. * Well organised with strong relationship management skills. * Good communicator with excellent verbal and written communication and interpersonal skills. * Good project management skills and experience in successfully guiding multiple projects where responsibility for delivery lies out with own control. * Experience of managing budgets and creation or interpretation of financial reports including monitoring, reporting and forecasting. * Experience of influencing, developing and deploying strategy? * Self-motivating, ability to take initiative and follow up on decisions * An ability to work, on occasions, to deadlines in a diverse environment. | * Expertise of working with industry, preferably in a research capacity. * Evidence of success in working with and influencing senior management * An excellent working knowledge of sensitivities around data sharing * An in-depth knowledge and understanding of mental health disorders * Direct research experience of working on mental health disorders * Experience of working in, or with, the NHS * Prior experience of University of Edinburgh finance systems. |

**Dimensions**

The appointee will report to Professor Andrew McIntosh and work closely with other members of the DATAMIND team. They will be required to act on their own initiative and develop close working relationships with DATAMIND staff, the UKRI Mental Health Platform collaborators and external stakeholders. They will also provide regular updates and progress reports.

The appointee will be required to develop lines of communication with external stakeholders and collaborators, including industry.

**Additional Information**

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.