UK Kidney Association
Job description

Job Title: Senior project manager (research and operations)

Department/section: Research / Operations

Reports to: Head of operations / Director of informatics research

General information

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association is the leading professional body for the UK renal community. We welcome members working in clinical renal care, treating and caring for people with kidney disease, and those working in research, or related sciences and fields.

The UK Renal Registry is the part of the UK Kidney Association responsible for the collection, analysis, management and development of a high quality clinical renal database. We use data submitted from the 71 adult and 13 paediatric renal centres across the country to create the database. The information, in the form of data and reports, is a shared resource used to develop research into kidney disease to improve the quality of care for renal patients.

Job Purpose

Through effective leadership and management, the postholder provides effective administration and management of the project activities across the UK Renal Registry, and particularly in the programme of audit and research. This includes project managing specific audit and research work streams.
The postholder will support the head of operations to ensure that the UKRR is effectively and professionally managed in accordance with good management practice, governance and legal requirements. They will maintain an overview of all UKRR programmes and projects, liaising with project leads, co-ordinating work streams and overseeing project delivery within agreed timescales, providing update reports to senior team. May also assist with line management as appropriate.

Responsible for

Criteria	Measure	Comments
Staff	No direct reports	Some delegated line management
Budget		None
Equipment		Standard use of office equipment

Key Working Relationships

Contact	Relationship to
Head of operations	Reports to, as line manager
Director of informatics research	Reports to, as line manager
UKRR kidney research fellow	Key colleague, works closely with

Team Leads	Work closely with, particularly on projects
Senior Management Team	Report to, advise on project delivery
Patient Council	Member, advising on research
UKRR Data Release Group	Co-ordinate group, and member
Research Methods Study Group	Co-ordinate group, and member
UKRR Research Ethics Committee	Key contact
UKRR Section 251 Research	Key contact

Main Duties

Registry project management
1. Liaise with team leads and project leads within the UKRR to ensure smooth and effective delivery of projects
2. Maintain oversight of project progress against agreed timescales, liaising with project leads to ensure risks and delays are reported appropriately and addressed.
3. Apply new and innovative approaches to systems and processes to maximise the organisational efficiency of the programme.
4. Provide coordination of and participate in relevant internal and external working groups and provide project advice, expertise and support where requested.
5. Ensure programme plans are developed and managed to agreed timescales.
6. Build good working relationships with respect to the role requirements with internal and external stakeholders at all levels
7. Ensure the effective and timely implementation of both independent and inter-dependent activities to support the delivery of the key priorities.

Audit and Research project support
8. Support the production of the annual report, including managing the project, coordinating and liaising with contributors, type setting, automatic table and figure updates.
9. Project management of work proposals to the UK Renal Registry for access to data.
10. Project management of research analyses being performed by the UK Renal Registry.
11. Provide programme support delivered within agreed timescales in the management and delivery of the UK Kidney Association research programme.
12. Assist in the authoring and editing of grant applications, research ethics applications, information governance applications and reports.
13. Write copy for publications, newsletters, website, social media, blogs and reports relating to the research programme.
14. Work on any other related areas of research work that are relevant to the UK Kidney Association research programme.
15. Participate in relevant internal and external research meetings to provide information and project management support in the development and execution of research plans and reports.
16. Work with the National Registry of Rare Kidney Diseases (RaDaR) team to ensure the database is managed effectively and with the information governance officer to ensure information governance processes are applied to RaDaR and followed appropriately.
17. Support the research team with the audit of compliance with data shared with external organisations for research
18. Support doctoral and post-doctoral research fellows employed by the UK Renal Registry

Administration
19. Attend meetings and events, drafting agendas, collation of papers, producing presentations and minute taking where required.
20. Oversee administrative processes and organisation of events, such as meetings, workshops and courses.
21. Where administrative support is not available, may be required to provide this.

Office
22. Support management in the provision of a safe and adequate working environment.
23. Observe and conform to UKKA confidentiality requirements.

Line Role
24. Support the head of operations with line managing the team leads to ensure they are effectively and professionally managed in accordance with good practice, governance and legal requirements.
25. Assist with line managing the team leads as appropriate, including performance management, development actions, resource allocation and project oversight.
26. Assist with producing skills development plans.
27. Where appropriate, review workload requirements and assign team members to projects.

The postholder is expected to undertake any other duties commensurate with the grade.

Person specification

Qualifications	Essential/Desirable
Degree level qualification, or equivalent level of training or knowledge gained through demonstrable experience	E
Project management qualification, or equivalent level of expertise gained through experience	D

Experience/skills	Essential/Desirable
A proven record of success in directing or driving research or project management and delivery	E
Proven effective leadership skills	E
Previous demonstrable experience in research administration or coordination in healthcare R&D, pharmaceutical or academic research	E
Evidence of a tenacious attitude to delivering work	E
Experience of effectively juggling multiple deadlines, responding to requests at tight deadlines, and prioritising and planning workload on a daily basis	E
Proven effective planning, administrative and organisational skills, with excellent attention to detail	E
IT literate, with proven expertise in Microsoft Office, particularly in MS Excel, Word and PowerPoint	E
High level of interpersonal skills with proven ability to communicate with and manage a wide range of stakeholders at all levels in a positive, enthusiastic and professional way	E
Able to influence and negotiate with others to get tasks done	E
Demonstrable experience of building successful professional relationships	E
Ability to work autonomously and independently, in a self-motivated and disciplined way	E
Team worker, including diplomacy and proven success working with different types of people	E
Able to demonstrate analytical and problem solving skills	E
Ability to remain calm under pressure and adapt to a rapidly changing environment	E
Able to read complex material (such as data and protocols/proposals) and interpret and extract relevant information	E

Knowledge	Essential/Desirable
A working understanding of information governance, data protection and GDPR legislation and principles and how these apply in an academic and health research setting	E
An understanding of clinical data, datasets and data flows	E
An understanding of the NHS R&D and NIHR structure and functions	D

Other Relevant Information

Travel requirements
Some UK travel may be required together with overnight stays.

Equality & Diversity Aims
As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Risk Management
Staff at all levels have a responsibility for ensuring that risks are managed, as an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and to co-operate with any investigations undertaken.

Health and Safety
Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to report all accidents to the General Manager.

Information Security and Confidentiality
During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 2018 unless explicit written consent has been give by the person identified, or where information sharing protocols allows it.

General Information
This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.

Approved by: Date:

Accepted by: Date: