Job Description

Job Title: Informatics Research Development Manager
School/Support Department: Molecular & Clinical Medicine
Unit: Medical Genetics Section
Line Manager: Generation Scotland Project Manager

2. Job Purpose
On behalf of Generation Scotland (GS) to manage liaison/business/services development of initiatives linking human population genetics and informatics within the University of Edinburgh and in collaboration with other Scottish Universities and Institutes.

3. Main Responsibilities

1. Evaluate and develop collaborations/initiatives in support of Generation Scotland with leaders in informatics both within and out with the University of Edinburgh. Achieved through attending research seminars, workshops and scientific meetings; searching scientific literature; internal discussions; researching and liaising with funding bodies; researching University and external (academic and industrial) researchers and research groups; meeting with researchers independently and with GS team members to discuss areas of potential collaboration and funding; proposing potential research collaborations and likely funding sources; continuing liaison with collaborators re. potential applications and updating GS Management on progress. This will be best achieved through establishing a development plan, and discussing development strategy with GS Management and other GS members. 40%

2. Explore and help formalise new research proposals. Assist in writing and co-ordinating grant applications to obtain further funding. Expected to discuss and write draft summary proposals and depending on the level of experience, draft full applications (including costing salaries, consumables and equipment) for review by GS Management. This will also involve liaison with potential sponsors (e.g. Wellcome Trust). Establish key areas of focus for funding, ensure all application requirements are met including timelines and supporting documentation. 20%

3. Networking existing links (Science/Engineering/Medicine/NeSC) both within and out with The University of Edinburgh. This will involve continued networking (meetings, e-mail correspondence and updates, teleconferencing, suggesting with current collaborators, ensuring maintenance and extension of these links). 10%

4. Assistance in working towards sustainability of GS as a whole and the post of Informatics Research Development Manager in particular, through new grant applications and service provision, assisting in development of existing proposals, writing annual reports for existing proposals, dissemination of goals and achievements through newsletter/web articles/attending scientific meetings and identifying future sources of funding for the Informatics Research Development Manager role. 10%

5. Liaison with GS management team and Edinburgh Research and Innovation (ERI) regarding submission of grant applications and finances, Intellectual Property (IP), Licensing etc. This will involve meeting with GS Management and ERI regarding proposed grant finances (costing of salaries, consumables and equipment) and grant applications (timelines and administration); seeking advice and assisting ERI with information on IP and licensing issues as they arise. 10%

6. Support of Science/Project Managers in the promotion, development and co-ordination of GS activities. 5%

7. Contribute to GS News Bulletins and GS web site by suggesting articles/content aimed at promoting GS to the wider research/informatics community. 5%
4. Planning and Organising
Work with the Project Manager, Data Manager and Professor of Medical Genetics, to establish a one year strategy to
• Approach potential collaborators, attend talks, visit departments to establish potential links
• identify potential sources of external funding
• Identify Services within Generation Scotland informatics that may be offered to other bodies
plan and coordinate networking meetings independently and with the Professor of Medical Genetics

5. Problem Solving
Deal with non-standard issues, establish plans to deal with issues, discuss with managers and implement those plans. The job holder would be expected to use initiative in implementing plans. Academic policy decisions or more major strategic decisions would be discussed with GS Principal Investigators/line manager.

6. Decision Making
Taken independently: Deciding which meetings and seminars take priority; On the spot decision making at meetings on what aspects of discussions to pursue but referring more major decisions for discussion with GS team; Draft IT aspects of grant applications
In collaboration with others: Suggest areas in which Generation Scotland might collaborate with others; Suggest services that Generation Scotland may develop for offering to others; Suggesting key funding bodies on which to focus applications; Deciding on timing and approach to potential collaborators
Referred to manager: What aspects of Generation Scotland to emphasise to particular collaborators; Evaluating the feasibility of potential collaborations; Academic discussion of progression of grant applications
Level of Direction Given: Orientation & advice; Support in developing strategy & implementing strategy.

7. Relationships and Contacts
Internal: (i) Generation Scotland Team (Project Manager, Data Manager and Science Manager), (ii) Edinburgh Research and Innovation (re. funding applications, finance, Intellectual Property and Licensing issues), (iii) Professors and Senior Academics in The University of Edinburgh.
External: (i) Professors and Senior Academics in other Universities and Institutes, (ii) Business Leaders, (iii) Grant Awarding Bodies, (iv) managers in the NHS and related services.

8. Knowledge Skills and Experience
Relevant first degree, higher degree or at least 3 years equivalent postgraduate experience. A background in e-science and/or e-health, preferably informatics and health informatics. Well developed interpersonal, communication, IT and financial skills.
Either or both academic and industrial experience, ideally with experience of development and commercialisation of academic research.
Experience of business development an advantage.
Ability to work both independently and as part of a team.
Experience in identifying and pursuing opportunities and ability to distil and disseminate ideas.

9. Dimensions
The post has no direct reports.
Working on behalf of Generation Scotland, which has so far contributed to winning over £6.4million in grant awards, £1.5-2million of which has been awarded to the UoE. Responsibility for development of grant proposals in the region of £50-100K and development of IT services within Generation Scotland. Work directly with three other research managers and the project leader.
Part of decision making teams of up to 30 from the UoE and senior collaborators. Responsible for networking and dissemination IT aspects of Generation Scotland within the UoE and throughout Scotland (other Universities, the NHS, collaborating institutes and potential industrial partners) and the identification and development of informatics services that can be offered to other university departments and external agencies.
10. Any Other Relevant Information
Generation Scotland aims to determine the genetic basis of common diseases by creating an ethically sound, population and family based sample collection in Scotland in order to identify genetic contributions to individual risk of disease, disease prognosis and response to treatment. Importantly, gene discovery through GS will fuel drug target discovery and targeted drug development. GS is thus a mechanism for health and wealth creation and an IP generator.