Job Description

Job Title: Project Manager  
School/Support Department: Molecular & Clinical Medicine

Unit: Medical Genetics  
Line Manager: Science Manager, Medical Genetics

2. Job Purpose
To co-ordinate and develop strategies for the project management of Generation Scotland (GS). Primarily responsible for the project management of Generation 21CGH, “Genetic Health in the 21st Century” within the wider context of Generation Scotland on behalf of GS:21CGH and reporting of the efforts of GS principal investigators and staff across disciplines in a proactive and effective way to facilitate the success of its component projects. The project manager ensures deliverables are achieved on time, within budget while maintaining high standards.

3. Main Responsibilities

1. **Project Administration and Management**: coordination of GS:21CGH work plan; prioritisation and facilitation of GS:21CGH Management Group functions; organisation, defining of agendas, chairmanship (where appropriate), minuting and formal reporting of progress meetings; paper-based and online reporting of output metrics (annual reports, publications etc).

2. **Financial and Reporting Responsibilities**: Delegated responsibility for the financial management and annual reporting of GS:21CGH (£1.8m) and the reporting of GS:SFHS (£4.4m). Liaison with appropriate University administrative offices, funding bodies, Principal Investigators and sub-contracted institutions with regards to grant finances, procurement, recruitment etc.; co-ordination and preparation of grant applications in association with lead applicants; maintenance of financial records for audit and planning purposes. Overseeing spending to ensure project deliverables are achieved. Monitoring project resources and raising resource issues with relevant Management Groups.


4. **Communications**: Co-ordination of internal and external communications for Generation Scotland. Establishment of a strategy for communications and public relations. Formulation and implementation of a strategy for GS Communications & Public Relations (C&PR). Co-ordination and liaison between academics and University Press Offices. Drafting, co-ordinating and/or editing of C&PR documents (e.g. website, newsletters, briefings, promotional material and press releases). Organisation, implementation and chairmanship of the GS PR Group.

5. **Regulation**: Ensuring the necessary liaison with relevant organisations, including COREC, NHS Research & Development, Information Services Division, Primary Care and Clinical Research Facilities and Research Governance Leads. Overseeing the maintenance of statutory records (e.g. research ethics approvals and consent forms) for audit and planning purposes. Preparation of new submissions and amendments to applications for ethical approval. Ensuring that good laboratory practice and record keeping is implemented throughout the Project.

6. **Sustainability**: work with other members of the GS team towards sustainability of the project, through networking, grant applications and developing and pursuing opportunities for collaboration and commercialisation.

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4. Planning and Organising
Generation Scotland (GS) currently represents 3 main studies: Genetic Health in the 21st Century (GS:21CGH) and the Scottish National Blood Transfusion Service (GS:SNBTS) study, and the Scottish Family Health Study (GS:SFHS) led through The University of Dundee. It is planned within GS:21CGH and GS:SNBTS to collect and extract ~8,500 blood samples and associated phenotype data from regions throughout Scotland. GS:SFHS aims to recruit 15,000 individuals in the first instance, increasing to 50,000, dependent on additional funding.

This role requires independent prioritisation and long term planning for the post; direct and indirect reports and GS:21CGH staff. In particular the individual is expected to:

- Co-ordinate the work of the Project & Data Management Systems Advisor, Data Manager & Informatics Research Development Manager to minimise duplication of effort and maximise quality of outputs.
- Co-ordinate and implement systems for management of GS staff, finances and resources.
- Co-ordinate and implement a strategy for the development of Generation Scotland infrastructure and funding.

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

6. Decision Making
Taken independently:
Prioritisation of workload and decisions on key aspects of focus.
Decisions on areas of focus for the local GS team and GS:21CGH staff.
On the spot decision making at meetings on what aspects of discussions to pursue.
Implementation of policy and strategy.

In collaboration with others:
Establishing strategies to achieve the aims of GS projects and sub-groups.
Consult all members of the management team and the wider GS, collate and document responses into a single policy or strategy.

Referred to manager:
Academic discussion of study protocols and strategic policy.
Approval of policy/strategy documentation.

Level of Direction Given:
Orientation and advice.
Support in developing strategy.

7. Key Contacts/Relationships
Internal: (i) Local Generation Scotland Team (Informatics RD Manager; Project and Data Management Systems Advisor; Data Manager and Science Manager), (ii) Edinburgh Research and Innovation (re. funding applications, finance, Intellectual Property and Licensing issues), Finance, Communications and Public Affairs, Administrative Support (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) Generation Scotland Advisory Board members.

8. Knowledge Skills and Experience
Essential Requirements
Relevant first degree, higher degree and a minimum of three years postgraduate research experience in the biomedical sciences; either or both an academic or industrial background; sound understanding of research planning and procedures; people and lab management; familiarity with word processing, spreadsheet and presentation software; a flexible approach; good communication and influencing skills; ability to work alone, but also to work in a team; attention to quality and detail; co-ordination and project management; experience of co-ordination and implementation of large multi-disciplinary projects; financial management.
Desirable Requirements
Medical genetics background; experience of public speaking; interest in medical/genetic research.

9. Dimensions
Co-ordination and development of strategies for effective project management and communication within GS. Responsible to the study Chief & Principal Investigators, supported by the Data and Science Managers, the individual is responsible for co-ordination of GS staff, resources and activities. Delegated responsibility for the financial management and reporting of the GS:21CGH budget (£1.8m), through liaison with PIs, ERI, finance, sub-contracted institutions and funding body (Scottish Funding Council). Chairing cross-disciplinary groups such as the GS Communications and PR Group and secretary to GS groups such as the GS Future Directions Group. Reporting and liaison with the Scottish Executive Chief Scientist Office regarding the £4.4m Scottish Family Health Study. Reporting to the Science Manager, the individual liaises with 5 local members of the GS team and around 40 members of the GS management group and 20 GS project staff. Two FTE direct line reports and one indirect line report.

10. Any Other Relevant Information
Generation Scotland is a multi-institution collaborative project which aims to create 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.