Job Description

1. Job Details
   Job title: Science Manager
   School/Support Department: Molecular & Clinical Medicine
   Unit: Medical Genetics
   Line manager: Head of Section

2. Job Purpose
   To use scientific project management skills to implement strategic developments in the scientific direction of the Medical Genetics Section. To assist the Director of the Centre for Molecular Medicine (CMM) in co-ordinating and maximising outputs to be returned annually to College and under the Research Assessment Exercise. To provide assistance to senior staff in writing and submitting research grant funding applications in order to increase efficiency, rates and successes of submission. To direct laboratory integration aspects of the Generation Scotland (GS) project.

3. Main Responsibilities

   1. Provide strategic analysis, criticism and advice to the Head of Section and Centre Director for the development and implementation of the research, knowledge transfer, and science strategy, including the creation and development of strategic initiatives, to help maximise the continued success of the Section and Centre
   
   Approx % of time: 30

   2. Liaise with senior academic staff across the Medical Genetics Section, Centre and beyond, provide guidance and feedback to PIs on draft proposals, including obtaining salary costings from ERI, helping to meet FEC principles, writing new job descriptions and identifying funding opportunities. Provide guidance and management for the establishment of new collaborative and interdisciplinary science initiatives, and support and monitor the implementation of initiatives against agreed priorities. Timetable and chair weekly Section scientific meetings.
   
   Approx % of time: 25

   3. As Associate Director of the Wellcome Trust Clinical Research Facility Genetics Core, advise the laboratory manager and decide, action and implement the strategy of the Core under the leadership of the Core Director. Plan and procure major items of equipment, and laboratory space, with lab management team.
   
   Approx % of time: 20

   4. Initiate, plan and manage projects and systems to support the delivery of the Section / Centre science strategy, e.g. as Project Manager and grant holder of a project to collect 6,000 DNA samples from blood donors, requiring submission for COREC (Ethics) approval, co-ordination of all logistics of sample collection and financial tracking (budget £180k).
   
   Approx % of time: 10

   5 Co-organise the Human Genetics module of the MSc course “Quantitative Genetics and Genome Analysis”. Organise and Chair the Inter-college Advisory Group (IAG) for Innogen, the ESRC Centre for Social and Economic Research on Innovation in Genomics. The IAG meets twice yearly and consists of a Professoriat from across the Colleges. Co-chair the Laboratory Integration Subgroup of Generation Scotland (GS), membership drawn from the University Medical Schools in Aberdeen, Dundee, Edinburgh and Glasgow.
   
   Approx % of time: 10

   6. Secretary to the CMM Executive, collator of the annual CMM Report to the College Research Committee, co-ordinator of the Molecular Medicine Centre (MMC) external seminar programme.
   
   Approx % of time: 5
4. Planning and Organising
Strategic planning and timelines are the responsibility of the post holder. The post holder also helps prioritise and schedule work for line managed staff. Both short and long term planning are required, with the ability to reorganise and re-plan if faced with urgent requests or problems.

5. Problem Solving
The post holder deals with all routine issues by reference to University procedures and accumulated experience. The post holder is expected to resolve most problems, with only the most serious non-standard issues reported to the line manager for assistance. The post holder also uses initiative to help researchers to resolve project problems, funding queries and recruitment issues.

6. Decision Making
Taken independently: Which objectives to prioritise, while adapting to any changing priorities. Decide on project timelines. Implement policy, strategy and project management.
In collaboration with others: adapt to changing priorities as specified by line manager or other senior staff. Agree best course of action with researchers when resolving issues regarding grant submissions or finance queries.
Referred to manager: Any serious unexpected events and any issues of potential strategic importance. Orientation and advice given by manager.
Level of Direction Given: High degree of independence and scope for decision making, without constraint.

7. Key Contacts/Relationships
Internal: All members of Medical Genetics Section (approx 60 staff). The CMM executive. Genetics Core laboratory team and senior WTCRF staff.
Liaising with the appropriate responsible persons and University offices as required (particularly ERI re funding applications, Finance and HR staff).
External: Principal investigators in Medical Schools throughout Scotland, as member of GS scientific group. Lab managers, IT staff and research nurses in Medical Schools throughout Scotland as co-chair of the GS lab integration subgroup. Grant awarding bodies.

8. Knowledge, Skills and Experience Needed for the Job
Relevant first degree (BSc Hons or equivalent) and higher research degree are mandatory. The postholder should show evidence of ability to raise research grants, manage projects and staff. Must have well developed interpersonal, communication, IT and financial skills. A minimum of 3 years postdoctoral research experience, ideally within medical genomics / molecular medicine, and 3 years project management or scientific administrative experience are required. The post holder should understand how to negotiate the public / private sector interface.

9. Dimensions
Delegated responsibility for the financial management and reporting of a project grant budget (£180k) and equipment grant budget (£304k), through liaison with PIs, ERI, finance, and funding body (Chief Scientist Office). There are currently two direct reports (GS:Edinburgh Project Manager and Data Manager, AS and AD scales respectively), with a third under recruitment (WTCRF Genetics Core Laboratory Information Management System (LIMS) Manager).

10. Job Context and any other relevant information
Generation Scotland (www.generationscotland.org) is a multi-institution collaborative project and has attracted funding of over £6 million. All DNA samples (50,000 plus) will be processed by the WTCRF Genetics Core. In the last financial year, before GS sample collection began, the Genetics Core (http://www.wtcrf.ed.ac.uk/wtcrf.htm) provided research services to the value of over £160,000 to clinical and academic researchers. The post holder must use scientific and project management skills to ensure high standards of sample tracking and data processing by the Genetics Core within the GS project.