

Job Description

Post/Job Title:	MRI Business and Operations Manager - IMIV
Ref:	368
Faculty:	Faculty of Health and Social Sciences
Group/Department:	Institute of Medical Imaging and Visualisation (IMIV)
Location:	Lansdowne Campus
Normal hours per week:	Full-time
Grade:	8
Accountable to:	Head of Institute

Job Purpose

This post is in place to support the development of the BU Institute of Medical Imaging and Visualisation (IMIV, the Institute), an important component of BU2035, and part of a strategic investment in Medical Sciences. The postholder will lead on planning and managing the deployment of the Institute resources in order to achieve the successful operation of the MRI Centre at the Bournemouth Gateway Building. They will require senior technical expertise and knowledge in order to develop and maintain governance procedures, safety protocols and financial monitoring. The postholder will be the registered CQC manager for this imaging service.

The role will work closely with the Head of the Institute to manage relationships with collaborators such as the University, NHS Trusts and external funders thereby influencing changing practice within the Institute.

Main responsibilities

Management and Operational MRI duties (Professional Practice)

- Provide senior technical leadership and management in the on-going development of the Institute to ensure that appropriate systems and procedures are in place to deliver a safe and effective service for clinical and research imaging at the Bournemouth University MRI suite.
- Act as a senior leadership interface between the Institute, BU and external stakeholders, and manage and offer guidance on the wider strategic agenda of resourcing, financial and operational matters in connection with the MRI Centre.
- Operation of the MRI scanner and in conjunction with other staff/users, have leadership responsibility for the day-to-day running of the MRI Suite.
- Manage how the Institute resources, including the MRI Centre, are accessed and provide expert, technical advice, guidance and support to all stakeholders using the facilities.
- Manage the governance processes for use of the MRI Centre, including Health and Safety requirements for the MRI scanner for internal and external staff and stakeholders.
- Manage and develop strategic relationships with external funders and users of the Institute's resources.
- Alongside the Head of Institute, provide expert leadership in managing the MRI Centre team and other staff within the context of the wider area of the Institute, working with internal and external stakeholders on the day-to-day operation of the MRI scanner and other Institute resources.
- Alongside senior academic staff across the Faculty, ensure effective deployment of resource, including strategic modelling of possible technical developments and achieving balanced workloads.

- Provide expert advice and support for programme management of externally funded research projects from concept to fruition, in tandem with monitoring financial aspects.

Research and Education activities

- Support research management (study planning and design, recruitment, research governance, data handling etc.) within the Institute.
- Arrange and/or provide expert specialist training in use of the equipment associated with the IMIV, including MRI safety and operational training, for internal and external staff.
- Demonstrate and evaluate specialist educational delivery and good practice within the specialism of MRI radiography. This will be primarily in supporting training and educational activities associated with the Institute, including providing training to radiographers and students.
- Make a contribution, both as an individual and as part of the Institute to an enhanced student experience through educational activity.
- Support the development of co-published work relevant to the specialist discipline of imaging, both in terms of type and volume.
- Organise and/or support meetings, conferences and other professional educational activities.
- Disseminate research, academic learning or appropriate critical comment to external stakeholders at a local/regional level through conferences, meetings and other professional educational activities.
- Support and contribute to an extensive record of external bids to further enhance specialist research activity within the Institute.

Other

- Maintain personal and professional development in line with agreed appraisal and development programmes in order to enhance personal knowledge and contribution to relevant activities.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB: The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

All employees have an obligation to be aware of the Universities Environmental Policy, Carbon Management Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmental responsible manner.

September 2025

Person Specification

Post / Job Title: MRI Business and Operations Manager - IMIV		Post No: POSN100480
Faculty: Health and Social Sciences		Date: September 2025
SELECTION CRITERIA	Essential / Desirable	
Knowledge (including experience & qualifications)		
Professional qualification as an MRI radiographer, or experience working in an MRI research environment, with extensive specialist experience in MRI scanner operation	E	
Management experience in a clinical or clinical research environment, including arranging resource management and allocation, staffing and financial management in these settings	E	
Undergraduate degree	E	
Postgraduate degree	D	
Broad knowledge of MRI scanner protocols and governance	E	
Evidence of educational activity within higher education, or as part of professional practice	E	
Knowledge of clinical research funding and management	D	
Experience of working within a clinical trials unit	D	
Experience working in a management role in a NHS radiology department	D	
Experience working with regulatory bodies, including CQC	D	
Experience working with industry, for example technology companies or scanner manufacturers	D	
Research active, with some evidence of published work, ideally related to imaging	D	
Skills		
Ability to provide expert technical and specialist knowledge in relation to the operation of the MRI scanner, including developing and implementing governance protocols and standard operating procedures	E	
Ability to train colleagues in MRI operation and governance	E	
Manage strategic relationships with collaborative partnerships and external stakeholders	E	
Ability to communicate effectively with students, colleagues, patients and trial participants, and externally as required	E	
Ability to provide expert, technical advice on service priorities and strategic objectives	E	
Ability to provide effective and sympathetic student guidance, supervision, support and assessment	D	
Effective team-working skills	E	
Strong organisational ability	E	
Good academic research or management skills	E	
Practiced expert IT skills, including statistical packages and data manipulation	E	
Attributes		
Willingness to engage in the development of campus life	E	
Strong commitment to an environment of academic excellence and student experience	E	
Self-motivated	E	
Evidence of good professional links within industries	E	
Proactive and innovative	E	
Evidence of personal development	E	