

## Job Description

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|---------------------------------------|---|
| <b>Post/Job Title:</b>                | <b>Research Project Manager (Fixed-term 24 months)</b>  |
| <b>Ref:</b>                           | <b>109</b>  |
| <b>Faculty:</b>                       | <b>Health &amp; Social Sciences</b>   |
| <b>Department:</b>                    | <b>Rehabilitation and Sports Science</b>  |
| <b>Location:</b>                      | <b>Bournemouth Gateway Building, Lansdowne Campus</b>   |
| <b>Normal hours per week:</b>         | <b>1.0 FTE</b><br><b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b> |
| <b>Grade:</b>                         | <b>6</b>  |
| <b>Accountable to:</b>                | <b>Dr Kathryn Collins</b>   |
| <b>Responsible for or supervises:</b> | <b>None</b>   |

### Job Purpose

An exciting opportunity to join a collaborative research team from Bournemouth University (BU) with Professor Anand Pandyan and Dr Kathryn Collins, University Hospitals Dorset (UHD) with Dr Louise Johnson, and the Royal Wolverhampton Trust (RWT) with Katie Woodward. The team has been awarded funding from the National Institute for Health Research, Research for Patient Benefit funding stream to undertake innovative research using electrical stimulation to mitigate for weakened leg muscles post stroke. Being part of this team and feasibility study provides a unique opportunity to collect and analyse data that will directly feed into a definitive trial and further grant application. The definitive has the potential to change rehabilitation practice and how electrical stimulation is used with people with stroke.

The team is looking for a dynamic Project Manager to oversee this innovative and exciting study at UHD and RWT, undertake the qualitative interviews and focus groups, complete data analysis (quantitative and qualitative), and contribute to writing up the results of the study. The person joining our team should have one of the following registrations, HCPC, NMC, or a Sports Therapy Register. The project will be based primarily in Bournemouth with occasional travel to Wolverhampton.

### Main Responsibilities

1. Provide on-going support to the research teams at UHD and RWT, including organising and facilitating the research, coordinating necessary regulatory approvals, organise research meetings, keeping minutes, undertake the qualitative aspect of the research, and ensuring deadlines are adhered to.
2. Monitor and support progress of this grant-funded project.
3. Working with the Principal Investigator (PI) (Dr Collins) in accordance with BU and NIHR rules and procedures.
4. Working with the PI to liaise and co-ordinate with UHD, RWT, and the NIHR to support the successful and smooth running of the project.

5. Lead the qualitative component of the research e.g. interviews with people with stroke, carers, and focus groups with clinicians.
6. Undertake data analysis, under supervision, of both qualitative and quantitative data.
7. Maintain stakeholder relationships with and report on project progress for the NIHR, as appropriate.
8. Raise any areas of project risk with the PI and provide mitigations, as appropriate.
9. Contribute to a broad range of dissemination activities, including writing of reports and the manuscript for publication.

### **Contacts**

The post holder will need to work closely with NHS practice partners (UHD, RWT) as well as academic colleagues and research support services.

### **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**

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.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**June 2024**



## Person Specification

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| Post / Job Title: Research Project Manager   | Post No: 109                 |
| Faculty: Health & Social Sciences  | Date: June 2024              |
| <b>SELECTION CRITERIA</b>  | <b>Essential / Desirable</b> |
| <b>Knowledge (including experience &amp; qualifications)</b>   |                              |
| Educated to master's degree level or equivalent work experience  | E                            |
| Educated to PhD level or equivalent work experience  | D                            |
| Knowledge and experience of neurological rehabilitation  | E                            |
| Knowledge and experience of electrical stimulation   | D                            |
| Knowledge and experience of the NHS healthcare system  | E                            |
| Knowledge of clinical governance processes relating to research  | D                            |
| Evidence of project management and project co-ordination   | E                            |
| Knowledge and ability to undertake quantitative and qualitative research methods   | D                            |
| <b>Skills</b>  |                              |
| Excellent IT skills  | E                            |
| Excellent skills in data analysis and management (quantitative and qualitative data)   | E                            |
| Excellent skills in qualitative research methods conducting interviews and focus groups  | E                            |
| Excellent levels of communication including verbal, written skills and presentation skills   | E                            |
| Ability to liaise with project partners  | E                            |
| Ability to show capability of using own initiative. Evidence of innovation in working practice   | E                            |
| Ability and skills to develop, implement and maintain robust administrative procedures   | D                            |
| <b>Attributes</b>  |                              |
| Ability to work both as part of a team and independently   | E                            |
| Ability to develop and maintain excellent interpersonal relationships across health care practitioners, participants, carers, academics, researchers and funders | E                            |
| This role will require some flexible working to meet the demands of the role and travel to UHD (Bournemouth and Poole) and RWT (Wolverhampton)                   | E                            |