**Job Description: Professional Service Positions**

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| **Faculty/Directorate/Service Area:** | Medicine, Health and Life Sciences |
| **Job Title:** | Project Manager |
| **Department/Subject:** | Data Science |
| **Salary:** | Grade 9: £46,735 to £55,755 per annum together with USS pension benefits |
| **Hours of work:** | 35 hours per week (100% FTE) |
| **Contract:** | This is a fixed term position to November 2027 |
| **Location:** | This (hybrid) position will be based at the Singleton Campus |

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| **Main Purpose of Post** | This is an exciting opportunity for a motivated Project Manager to play a key role in supporting mental health research as part of the UK Mental Health Mission. The successful candidate will lead a range of project management activities within the **Data & Digital** workstream, led by Professor Ann John at Swansea University, working closely with academic collaborators and external partners across the UK.  The role will also support the Programme Manager in coordinating and operating the **DATAMIND Trusted Research Environment (TRE)**—a secure, UK-wide platform that enables access to linked mental health data. This involves managing complex, multi-partner collaborations, overseeing data governance processes, and ensuring the smooth delivery of secure research workflows.  This position offers the opportunity to contribute to digital infrastructure that supports real-world impact, clinical trials, and mental health policy reform. Over time, the role is expected to evolve to support a broader portfolio of strategic research initiatives aligned with university and national priorities.  The successful applicant will ideally be experienced in managing multi-partnered projects within the mental health research field. Responsible for applying the following independently in complex situations and will supervise others applying with competencies:   1. **Promoting** the wider public good in all actions, acting in a morally, legally and socially appropriate manner in dealings with stakeholders and members of the project team and the University. 2. **Identifying, addressing** and **resolving** differences between individuals and/or interest groups involved in the project. 3. **Support the coordination and day-to-day operation of the DATAMIND Trusted Research Environment (TRE)**, working closely with the Programme Manager and the SAIL and SeRP teams. This includes monitoring user access, maintaining governance and security protocols, and facilitating smooth data access workflows across multi-institutional collaborations. 4. **Securing** the provision of resources needed for the project from either internal or external providers. 5. **Agreeing** contracts for the provision of data and/or services for the project, monitoring compliance, data governance and managing variances. 6. **Determining** the best means of satisfying requirements within the context of project objectives and constraints, i.e. developing solutions. 7. **Preparing** and **maintaining** schedules for project activities and events, taking account of dependencies and resource requirements. 8. **Developing, implementing** and **updating** resources allocation plans needed for the project taking account of availabilities and scheduling. 9. **Controlling** forecast and actual costs against this budget for central costs and those of partners. 10. **Identifying** and **monitoring** project risks, planning and implementing responses to them and responding to other issues that affect the project. 11. **Developing, maintaining** and **applying** quality management processes for project activities and outputs. 12. **Consolidating** and **documenting** the fundamental components of the project (scope, schedule, resource requirements, budget, risk, opportunities, issues and quality requirements). 13. **Establishing** and **maintaining** governance arrangements to enable the delivery of the project, defining clear roles, responsibilities and accountabilities that align with institutional practice and governance structures. 14. **Managing** project stakeholders, taking account of their levels of influence and particular interests. 15. **Establishing** and **managing** reviews at appropriate points during the project, which will inform the governance of the project by providing evaluations of progress (progress reports) and working with the wider team to prepare information for the project Milestones. 16. **Establishing** and **implementing** protocols to change the scope of the project updating baseline documents as required. 17. **Collaborate with technical, research, and operational teams to ensure the TRE infrastructure supports real-world mental health research needs**, including secure digital access, ethics and compliance oversight, and efficient data delivery. 18. **Preparing,** gaining approval of, refining and updating business cases that justify the initiation and/or continuation or reprofile of the project in terms of benefits, costs and risks. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies. 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as directed by the Head of Faculty / Department or their nominated representative expected within the grade definition. 5. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University’s Risk Management Policy. |
| **Leadership Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values:  [Professional services values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  In addition you will operate to a defined set of [Leadership Values](https://www.swansea.ac.uk/media/Swansea%20University%20Leadership%20Model%202018.pdf):  **We are Professional**  We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance.  **We Work Together**  We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the “big picture” and harnessing ideas and opportunities to achieve the University’s vision.  **We Care**  We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motive and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Project Management** | **Project Management at Swansea University**  **Working with the Association for Project Management (APM)**  Swansea University is an APM Accredited organisation and considers the APM Body of Knowledge and the APM Competence Framework as the leading reference for its project management activities.  The Strategic Portfolio Management Office is responsible for improving project and change management professionalism across the university. Advice, support, learning and development with respect to project and change management is available through this team.  All project management staff are expected to become a member of a project management professional body, ideally the APM, see <https://www.apm.org.uk/membership/> for guidance on individual membership. |
| **Person Specification** | **Leadership Values:**   1. Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions. 2. Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge. 3. Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care.   **Qualification**:   1. Educated to a degree level or equivalent project/change management experience. 2. Either holds a project management qualification e.g. APMP, PRINCE2, etc. or with a willingness to work towards an Association for Project Management (APM) qualification. 3. Member of a recognised professional body or with a willingness to work towards APM membership.   **Experience**:   1. **Proven experience in project management** within a research, healthcare, or data-driven environment, including planning, delivery, and coordination of multi-partner projects. 2. **Demonstrated experience managing budgets**, including monitoring expenditure, preparing accurate financial forecasts, and ensuring alignment with project objectives. 3. **Strong understanding of risk management**, including identifying, assessing, and implementing mitigation strategies throughout the project lifecycle. 4. **Experience in negotiating and managing contracts or data-sharing agreements**, particularly in the context of data provision, research services, or collaborative partnerships. 5. **Knowledge of data governance, information security, and ethical frameworks**, particularly as they apply to health or sensitive data in a secure research environment. 6. **Familiarity with the operation of Trusted Research Environments (TREs)** or secure data access platforms, including managing user access and data workflows. 7. **Excellent stakeholder management skills**, with experience engaging academic, clinical, technical, and external partners to build strong working relationships and drive collaboration. 8. **Track record of preparing project documentation and business cases**, including defining scope, resource needs, and deliverables for complex programmes. 9. **Experience using project management tools and methodologies**, including scheduling, reporting, and change management across multiple workstreams. 10. **Strong problem-solving and decision-making skills**, with the ability to develop practical solutions under constraints, respond to competing demands, and maintain project momentum.   **Knowledge and Skills:**   1. Excellent organisational skills, the ability to plan and manage a variety of tasks simultaneously, and to organise and prioritise own work and that of others in order to meet project milestones. 2. Excellent communication skills with the ability to communicate complex ideas succinctly and effectively to a range of audiences through different media. 3. Excellent visualisation tools with the ability to communicate and monitor complex KPIs within a project and report to senior members. 4. Ability to seek out, analyse and interpret information from a wide variety of sources. 5. High level of computer literacy with a thorough knowledge of Microsoft Office software. 6. Strong emotional intelligence – empathetic, supportive, seeks out feedback and uses it to support self-development.   **Desirable Criteria:**   1. Experience of working in a mental health related. 2. **Experience working in a research or academic environment**, particularly within mental health, public health, or digital health research. 3. **Familiarity with national data infrastructures** (e.g. HDR UK, UKRI, NHS data services) and the landscape of Trusted Research Environments (TREs) or health data research platforms. 4. **Understanding of the principles of open science, reproducibility, and responsible data sharing**, especially in health research contexts. 5. **Knowledge of regulatory and legal frameworks** governing data use in the UK (e.g. UK GDPR, COPI, DSA, and research ethics approvals). 6. **Experience supporting or managing research funding applications**, including coordinating inputs, timelines, and partner contributions. 7. **Understanding of health and care data standards** (e.g. SNOMED CT, ICD-10, FHIR) and their application in digital research infrastructure. 8. **Ability to work with or liaise with technical teams**, including data engineers, software developers, or systems architects supporting digital platforms. 9. **Experience in public or patient involvement and engagement (PPIE)**, especially in the design or governance of data-driven research. 10. Experience of writing research proposals and submitting bids to funding bodies 11. Demonstrated commitment to personal and professional career development |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course. |
| **Additional Information** | Informal enquiries: Dara Almeida Medina – [dara.almeidamedina@swansea.ac.uk](mailto:dara.almeidamedina@swansea.ac.uk) |

  