

1 Advertisement

Post Title: Time for Dementia Project Manager

School/department: Centre for Dementia Studies, Brighton and Sussex Medical School

Hours: part time hours up to 0.5FTE until 31 December 2022. From 1 January 2023 part time or full time hours considered up to 1FTE. Requests for flexible working options will be considered (subject to business need).

Contract: fixed term until 30 June 2026

Reference: 8321

Salary: starting at £34,304 to £40,972 per annum, pro rata if part time

Placed on: 06 May 2022

Closing date: 01 June 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: TBC

This is an exciting new project manager post to support the implementation of the award winning Time for Dementia programme. You will work closely with universities, Alzheimer's Society colleagues and the Time for Dementia research team. The successful candidate must have a proven track record of managing large complex projects and of delivery dementia education. An awareness of the needs of people with dementia and their carers is essential.

Please contact Dr Stephanie Daley(s.Daley@bsms.ac.uk) for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page](#)

www.brighton.ac.uk/jobs www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <https://www.bsms.ac.uk/research/neuroscience/cds/index.aspx>

3. Job Description

Job Description for the post of: Project Manager, Time for Dementia (TfD)

Department: Centre for Dementia Studies

Section/Unit/School: Brighton and Sussex Medical School

Location: Trafford Centre

Grade: Grade 7

Responsible to: Senior Lecturer in Older people's mental health and education/
Time for Dementia Operational Director

Responsible for: N/A

Key contacts: Time for Dementia Programme & Operational Directors, Alzheimer's Society Network Manager, Time for Dementia Leads at specified Higher Education Institutes (HEIs), Centre for Dementia Studies Business Manager (SPFT), Time for Dementia Project Officer (BSMS), Time for Dementia Research Fellow (BSMS), Health Education England (HEE)

Role description: To lead on the operational delivery of phase 4 of the Time for Dementia undergraduate education programme across the South of England

To provide implementation support to specified HEIs to deliver Time for Dementia

To ensure that research activity is scheduled within the implementation of Time for Dementia

To provide verbal and written updates on implementation progress against agreed plan, to a range of stakeholders

PRINCIPAL ACCOUNTABILITIES

1. Work with the Time for Dementia Operational Director, Health Education England (HEE) and HEI Leads to identify specified HEIs who will implement the Time for Dementia programme.
2. To work with key stakeholders to develop an overall implementation plan, including student numbers, curriculum considerations, Alzheimer's Society resources, implementation support required and timelines, including research activity. Get the project plan through initial approval by the Time for Dementia Strategic Oversight Group.

3. Provide the day-to-day leadership and management of project, through all aspects of the project life cycle, co-ordinating HEI activity, liaising with core stakeholders across a matrix environment and liaising closely with the Programme and Operational Directors.
4. Work with key stakeholders across the region, manage the key communications for the project, liaising with project team members and internal and external stakeholders.
5. Work with the Centre for Dementia Studies Business Manager to oversee project activity and governance reporting mechanisms.

KEY RESPONSIBILITIES

1. Deliver and lead the Time for Dementia Phase 4 implementation

- 1.1. Within the scope of the project, manage all aspect of the project lifecycle including; development of implementation plan, roles and responsibilities, timelines, research activity , risks and issues, relationships, training and communication
- 1.2. Develop and implement a rigorous planning and ensure it is delivered by appropriate parties, using guidance where available, adapting guidance where needed, undertaking research and analysis as necessary on each stage of the project cycle, making recommendations to stakeholders on proposals.

2. Project Leadership and management

- 2.1. Ensure project managed in line with SPFT/HEE project management methodology
- 2.2. Work with the HEI Leads and Alzheimer's Society Network Manager to to deliver the project objectives, coaching and guiding as needed, managing relationships across a a matrix environment. This will include project induction, coaching, guidance and training to project team members to ensure the effective implementation of the project.
- 2.3. Work with stakeholders ensuring delivery to project specification

3. Stakeholder Engagement

- 3.1. Proactively work with the Alzheimer's Society so that family recruitment can take place in a timely fashion to agreed timescales for programme delivery at each HEI.
- 3.2. Build effective working relationships with internal and external stakeholders and networks, providing information and ensuring programme I information is understood exercising judgement on timeliness, the most appropriate methodology and approach to be used, seeking feedback where necessary for inclusion in project development.
- 3.3. Ensure stakeholder training is considered as part of the project plan and undertake all necessary stakeholder training.
- 3.4. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Deliver Time for Dementia at each specified HEI within agreed timescales
- Develop positive working relationships with key stakeholders
- The post holder reports to the Operational Director for Time for Dementia, working under general direction within a clear framework the post holder will manage their own work) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

4. Person Specification

ESSENTIAL CRITERIA

1. Post Graduate Project Management qualification at diploma level or equivalent experience.
2. Membership of appropriate professional body.
3. Solid track record of initiating and managing projects.
4. Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and ensure tasks are completed.
5. Ability to build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members, influencing as necessary and resolving conflict.
6. Demonstrably strong influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.
7. Analytical skills with the ability to assess data, generate effective solutions and make effective decisions

8. Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Professional healthcare qualification eg nursing or allied health professional.
2. Experience of delivering and evaluating dementia education
3. Awareness of the needs of people with dementia and their carers

DESIRABLE CRITERIA

4. Prince 2 certification or equivalent
5. Experience of research delivery
6. Awareness of research methods.