

<b>JOB DESCRIPTION</b>			
Job title	<b>Project Manager – Disagreements in the care of critically ill children</b>	Department	<b>Nuffield Council on Bioethics</b>
Job holder		Reports to	<b>Assistant Director</b>
Job type	<b>Full time (part time hours considered). Fixed term (12-14 months)</b>	Date created	<b>July 2022</b>
Job aim	To explore the causes of disagreements between parents or carers of a critically ill child and healthcare teams.		
Resources	Staff reporting to this post: None Budget: approx. £30,000 for project activities.		
<b>Key responsibilities: <i>Including but not limited to</i></b>			
<b>1. Project Management</b>			
	<ul style="list-style-type: none"> <li>▪ Oversee and implement all aspects of the project.</li> <li>▪ Create a budget, resource plan and roadmap for the project.</li> <li>▪ Organise workshops and events, with the support of other Council staff.</li> <li>▪ Ensure the project meets accountability requirements by regularly involving and reporting to the Assistant Director and Council.</li> </ul>		
<b>2. Stakeholder engagement</b>			
	<ul style="list-style-type: none"> <li>▪ Identify key stakeholders to involve and develop a stakeholder engagement plan.</li> <li>▪ Carry out activities to ensure stakeholders, particularly those directly affected by disagreements, are engaged.</li> <li>▪ Responsibility for the drafting and editing of papers, reports, blogs, media comments and other resources as required.</li> <li>▪ Represent the Council at external meetings when required and occasional public speaking.</li> <li>▪ Work with the Council’s communications and public affairs team to ensure these activities meet organisational standards and align with other Council projects.</li> </ul>		
<b>3. Research, analysis and recommendation development</b>			
	<ul style="list-style-type: none"> <li>▪ Carry out research activities, such as reviews of evidence and guidance, using as range of research methodologies as appropriate.</li> <li>▪ Analyse novel data and information gathered through the project activities, such as a call for evidence and views.</li> <li>▪ Summarise and analyse the outcomes of the project activities to develop advice and recommendations in collaboration with key stakeholders.</li> </ul>		

	<ul style="list-style-type: none"> <li>▪ Write a report of the findings and conclusions of the project in accessible language.</li> </ul>
<b>4. Impact</b>	
	<ul style="list-style-type: none"> <li>▪ Develop and maintain good relationships with stakeholders, such as policy makers, healthcare managers and researchers.</li> <li>▪ Deliver evidence-based, relevant and realistic recommendations for policy and practice.</li> <li>▪ Identify opportunities for wider dissemination to ensure maximum impact and influence.</li> </ul>
<b>5. Other</b>	
	<ul style="list-style-type: none"> <li>▪ Carry out administration tasks as necessary, with the support of the Council's administration team.</li> <li>▪ The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested, including supporting other researchers</li> </ul>

<b>Person specification</b>	Essential (E), Highly Desirable (HD) or Desirable (D)
<b>Knowledge and experience</b>	
Academic background to graduate level plus substantial experience in a relevant area, such as medical ethics, healthcare policy, public health, or law.	E
Experience of project management involving multiple stakeholders	E
Experience with research techniques (whether through experience or academic training), and excellent editorial, synthesis and analysis skills	HD
Experience of writing on complex topics for different audiences	HD
Experience of commissioning research	D
Familiarity with current debates around managing conflict in healthcare environments.	D
Knowledge and understanding of the political and policy environment relevant to the work of the Nuffield Council on Bioethics.	D
<b>Skills</b>	
Ability to lead and execute a multidisciplinary project with high impact	E
Excellent policy skills in developing workable solutions to complex problems	E
Excellent interpersonal and communication skills	E
Excellent project management skills	E
Ability to work with a diverse range of stakeholders	E
Ability to organise workshops/events	E
Excellent organisational skills, with the ability to work to tight deadlines and under pressure	E
<b>Personal Qualities</b>	
A commitment to equality, diversity and inclusion	E
Flexible and creative, able to think outside the box	E
A collaborative approach to research and thinking	E
Self-motivated with the ability to organise a varied workload	E

Ability to work with a high level of autonomy and 'manage up' by working independently and in close communication with other team members	E
Commitment to maintain the reputation and values of the Nuffield Council on Bioethics.	E
Willingness to travel as required to represent the NCOB at meetings, conferences etc.	D