

## Job description for Programme Manager (Clinical)

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**Job title:** Programme Manager (Clinical) (Maternity cover)

**Accountable to:** Director of External Affairs

**Salary:** £50,000

**Contract:** Full time, fixed-term contract up to 12 months to cover maternity leave

**Hours:** 35 hours per 5-day week. The British Society for Immunology is currently participating in a 4-day week pilot, which sees staff work 32 hours over 4 days. This role will be eligible to opt in to participate in this pilot.

**Location:** Remote, with office space in London available one day a week. Monthly travel into London is required.

**Holiday entitlement:** 28 days (pro rata), in addition to public holidays

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The British Society for Immunology (BSI) is a dynamic membership organisation and learned society, with a mission to drive scientific discovery in immunology and make a positive impact on health. With over 5,000 members and a remit across academia, industry, and healthcare in the UK and globally, we run many valuable initiatives to strengthen our community, maximise our impact, enhance career development and to catalyse change for the benefit of research, clinical delivery and public health.

Driven by our values and behaviours, we are a high-performing, ambitious and forward-thinking organisation, who value teamwork and collaboration. We encourage applications from individuals from all backgrounds who are inspired by our values and behaviours.

### **Scope and purpose of the role**

The Programme Manager (Clinical) has responsibility to manage the BSI's projects and partnership portfolio in the clinical space and lead on their delivery. The role holder will use outstanding project management skills to deliver specific projects to time and budget, meeting all milestones. For internal projects, this includes overseeing the work of our Clinical Immunology Professional Network (BSI-CIPN). This role will also drive initiatives to deliver our programme of work on vaccines with the aim of accelerating the development and deployment of effective and affordable vaccines to deliver patient benefit. These projects will require extensive interaction with partner organisations including NHS, charities, funders, government bodies and industry and a good knowledge the policy arena in these areas. This role will also work to secure funding from external sources to enable the delivery of projects. The role will be highly visible both within and external to our organisation and will act as one of our primary interfaces with the clinical and research communities, funders and other stakeholders. The successful candidate will have excellent communication and interpersonal skills to build strong relationships to successfully deliver projects.

This is an excellent opportunity to work within an ambitious and innovative science and health membership organisation to deliver a range of impactful projects, as well as build interesting and important partnerships in a dynamic field of clinical research and service delivery.

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## **Specific duties and responsibilities**

### **Strategic development**

- Maintain and develop an ambitious clinical partnership portfolio plan, working with the Director of External Affairs, to support the BSI's mission and deliver on our strategy, with a particular focus on clinical immunology
- Work with the Director of External Affairs to a) develop new innovative and impactful partnerships within the sector; b) seek and secure income from relevant sources to support delivery of BSI projects
- Lead on writing bids and applications for external funding to support BSI activities from a range of organisations

### **BSI Clinical Immunology Professional Network (BSI-CIPN)**

- Managing the smooth running of the BSI-CIPN Steering Group, ensuring that committee meetings are well planned and productive
- Manage the BSI's relationships with key individuals on the BSI-CIPN Steering Group, including Chair and Special Interest Group leads, and ensure that BSI-CIPN represents the interests of all professions working within clinical immunology
- Oversee the implementation of BSI-CIPN strategic plan to support the clinical immunology community to ensure they deliver on their objectives and are impactful. This includes activities of BSI-CIPN Special Interest Groups
- Oversee the work of the BSI-CIPN Clinical Guidelines Special Interest Group to ensure that the organisation responds to appropriate consultations in a timely and inclusive manner, as well as driving forward the development of our own clinical guidelines
- Ensure the BSI-CIPN is an active partner in wider networks aligned to clinical immunology, maintain key strategic relationships, and manage overall stakeholder engagement

### **Partnership project delivery**

- Lead on planning, coordination and delivery of allotted partnerships, particularly in the vaccine development and deployment space
- Build strong relationships with partners, across industry, policy, academic, and clinical spheres, and work collaboratively to ensure successful delivery of projects
- Have a strong understanding of key policy issues relating to vaccine development and deployment, and use this knowledge to build strong influencing strategies for projects
- Support the work and development of the BSI's Immunotherapy Forum and associated activities as required
- Manage work of partnership committees or working groups as required, ensuring the smooth running of meetings and that objectives are met
- Plan and execute external events relevant to the delivery of our partnership work, e.g. roundtables and workshops
- Manage the evaluation of the partnerships to assess impact
- Work across the BSI staff team and through membership to maximise the impact of our partnership projects

## **Communications and relationship management**

- Develop and manage a network of key external relationships in the clinical immunology and vaccine sectors across industry, funders, charities, NHS, academia, and government bodies
- Independently represent the BSI at meetings with external organisations and senior stakeholders, including giving talks about our work
- Work with our communications team to proactively seek and exploit opportunities to promote the outputs, activities and achievements of our projects through a variety of outlets
- Work with external partners and colleagues to drive campaigns, contributing relevant content and supporting their development and reach.
- Develop statements, documents, presentations, written and oral briefings for the President, Chief Executive, Trustees, and/or key partnership contacts ahead of meetings/events as appropriate

## **Monitor and respond to key developments**

- Monitor key developments in immunology and in the wider clinical and healthcare sector through official and informal networks and analyse their impact on our work
- Monitor key developments in the wider health and life sciences policy arena and analyse their impact on our work
- Identify upcoming key opportunities and how the BSI can take advantage of them

## **Other responsibilities**

- Undertake any other reasonable duties which may arise occasionally, and which are commensurate with the general level of the post and as requested by the Director of External Affairs
- Responsible for budgets within these areas of activity
- Deputise for the Director of External Affairs when required
- Manage additional interns, freelancers and/or other staff if required
- Occasional national travel and occasional weekend working

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## **Person specification**

### **Education and experience**

#### ***Essential***

- Graduate or postgraduate
- Significant experience in a managerial level position
- Experience of managing partnerships within the clinical sector
- Demonstrates a strong understanding of the UK clinical sector
- Proven track record of successful project management of a large and varied portfolio, particularly those involving multiple partners.
- Strong level of IT literacy
- A proven ability for good judgement, to manage confidential issues and demonstrate tact and diplomacy

- Proven track record in developing productive relationships with external organisations/consortia, including NHS, industry, government, research groups and/or NGOs
- Experience of identifying and planning new partnership opportunities
- Experience in developing and managing complex multi-partner projects and/or national/international networks

### ***Desirable***

- Knowledge of clinical landscape relevant to the immunology sector
- Knowledge of the research and clinical landscape relevant to vaccines
- Budget management experience
- Knowledge of membership organisations and learned societies
- Proven track record of securing project funding from external sources

### **Skills and behaviours**

#### ***Essential***

- Excellent interpersonal skills, with ability to build relationships across organisation and with other stakeholders
- Excellent written and verbal communication skills with the ability to communicate effectively in a wide range of media and to diverse audiences
- Excellent project management and organisational skills, with ability to work independently across multiple projects
- Highly developed negotiating and influencing skills, with the ability to pick up on stakeholder's sensitivities
- Professional confidence with the ability to represent the organisation and our sector expertise confidently with a range of contacts
- Business awareness with ability to use your internal and/or external insight to champion our cause and input
- Ability to understand complex subjects, problem solve and to construct persuasive arguments
- Ability to work autonomously without supervision, making decisions or requesting managerial support as appropriate
- Highly self-motivated, capable of working independently as well as collaboratively
- Demonstrates positive, calm and collaborative attitude across all aspects of work

## BSI Values and Behaviours

The BSI is committed to the following values and behaviours. We welcome applications from individuals who are inspired by them.

We are:

**Ambitious and committed**

**Evidence-based and responsible**

**Collaborative and inclusive**

**Agile and energetic**

### **Ambitious and committed**

Solution focussed  
High performing  
Forward thinking  
Determined  
Driven  
Realistic

### **Evidence-based and responsible**

Promoting science  
Creating a platform for experts  
Championing immunology  
Act with integrity  
Reflect and learn  
Rigorous

### **Collaborative and inclusive**

Compassionate and supportive  
Fostering new partnerships  
Valuing and seeking opinions  
Open minded  
Respecting and promote diversity  
Communicate clearly

### **Agile and energetic**

Courageous  
Acting decisively  
Flexible  
Proactive  
Enthusiastic  
Empowering