## Job Description

### Health Innovation Campus ERDF Project Manager

**Vacancy Ref:** A2161-R

<table>
<thead>
<tr>
<th>Job Title: Health Innovation Campus ERDF Project Manager</th>
<th>Present Grade: 8</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Research &amp; Enterprise Services</td>
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<td><strong>Directly responsible to:</strong> Head of Partnerships and Business Engagement</td>
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<td><strong>Supervisory responsibility for:</strong> Project Delivery Manager, Project Engagement Manager (Health), Graduate Academy Manager, Business Liaison Officer, Marketing Communications and Events Officer</td>
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<td><strong>Other contacts</strong></td>
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<td><strong>Internal:</strong> other project delivery staff in Lancaster University Management School (LUMS), Faculty of Health &amp; Medicine (FHM) and Faculty of Science &amp; Technology (FST); Project Support Unit (PSU)</td>
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<td><strong>External:</strong> Business Directors &amp; Managers, Business staff and other key stakeholders, external business support staff, external suppliers.</td>
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### Major Duties:

Lancaster’s Health Innovation Campus (HIC) will develop as a globally leading centre for supporting the development of new innovative products, processes and services by SMEs for the significant cross-sector market opportunities presented by an ageing population and the need to drive cost effectiveness, efficiencies and improved service delivery across health and care providers. The HIC will present a unique open innovation platform where we will bring health and care providers, world leading academics, third sector organisations and service users together with SMEs to develop solutions to health and care problems, driving new market opportunities and business growth. The HIC will enable significant opportunities for SME collaboration with researchers across a range of academic disciplines.

To support this initiative, we need an ambitious individual to lead and manage the successful delivery of a European Regional Development Fund (ERDF) project, which forms part of the initial phase of investment that will ultimately total nearly £170M. This is a challenging and rewarding role that will be key in supporting the overall objective of the HIC in becoming a world class centre of excellence in innovation in health that will make a major contribution to regional economic development and transform health care and practice regionally, nationally and internationally.

### Overall Aims:

- To manage delivery of the HIC ERDF project to provide business support to 300 SMEs in Lancashire from 2017 – 2020;
- To take responsibility for ensuring the project is delivered to meet the needs of SMEs whilst satisfying funder requirements;
- To lead the project team based across faculties within the University and co-ordinate delivery of associated activity;
- To coordinate the systems of institutional reporting and collation of information from the range of project activities.

### Project Management:

- To provide leadership to the project delivery team based across the University;
- To ensure delivery mechanisms are effective for the target group of SMEs and meet project objectives;
- To develop and maintain the operational plan for project delivery;
- To chair and convene relevant operational groups;
- To organise the deployment of resources and activity to ensure support is given to all areas of project activity;
- To oversee compliant record keeping in accordance with funder requirements.
Marketing, Promotion and Event Management

- To promote the HIC ERDF project by targeting SMEs, relevant networks, intermediaries and other stakeholders
- To design and manage a programme of project events, conferences and workshops where applicable;
- To contribute to press releases and other materials where appropriate (with support from relevant project staff);
- To manage the timely production of promotional/marketing materials;
- To review progress throughout the life of the project to identify opportunities for modifying and maximising marketing effort.

Financial Management

- To manage the project budgets against agreed targets and compliance with ERDF;
- To prepare and provide financial information for associated HIC Management Boards and Steering Groups where required;
- To manage the submission of quarterly reports and financial claims to the funder working with relevant project staff when doing so.

Other Duties

- To carry out any other duties consistent with the nature or grading of the role as required.

This role is part-financed by the European Regional Development Fund