

Job Description

Project Manager (Integrated Academic Training Programme)

Salary:	Grade 7
Contract:	Full time, fixed term maternity cover until 31 July 2027
Location:	Canterbury Campus
Responsible to:	KMMS Project Manager
Job family:	Administrative, professional and managerial

Kent and Medway Medical School

KMMS welcomed its first students in 2020 and achieved full GMC accreditation in 2025. Our mission is to widen participation, train excellent doctors, and improve health in Kent and Medway. We deliver a five-year undergraduate programme and a growing portfolio of postgraduate study, including the MSc in Clinical Education.

Equity, Diversity and Inclusion

KMMS is proud to have a diverse and inclusive community of students and staff. We welcome applications from members of all the non-majority parts of our community and KMMS is committed to fair treatment and to ensuring that the learning and working environment are supportive and inclusive to all. Duties in the delivery of learning, teaching and supporting students and staff should be performed in a manner in keeping with the School's core values.

Job purpose

The Integrated Academic Training (IAT) Project Manager is responsible for managing assigned projects and associated activities ensuring their successful and timely delivery against project objectives. This includes mapping out all activity, having a clear understanding of competing priorities and ensuring work is delivered on time.

The role holder will play a key role in the shaping of the IAT project – including agreeing scope, oversight, ownership and roles; ensuring close strategic alignment and effectively consulting with key stakeholders across multiple organisations to achieve this. The role holder may be involved in supporting large-scale project activity including across the School, assisting senior Project Managers by contributing to work packages and/or directly project managing smaller pieces of work.

The Project

The post holder will play a key role in the development of the IAT programme and Clinical Academic Training Office (CATO) in line with, a key KMMS objective to support multi-professional and diverse research capacity building and training.

They will have specific responsibility for the development of the National Institute for Health and Care Research (NIHR) funded IAT, and New Medical Schools (NMS) Programmes at KMMS and facilitate, coordinate and monitor the programmes and provide high quality support to trainees and students.

The IAT and NMS Programmes are led by Dr Richard Brown, Senior Lecturer and Clinical Academic Training Lead at KMMS.

The core of the Research Training Programme will be provided in partnership with the well-established King's College London's Clinical Academic Training Hub offering a PG Certificate (PGCert) in Applied Research Methods for all ACFs. This bespoke PGCert builds trainees' depth of knowledge, technical and transferable skills in translational research and evidence-based healthcare. To ensure that trainees are embedded in their local Kent training environment, a local portfolio of academic events and training will be provided at KMMS, the University of Kent and Canterbury Christ Church.

In the first instance, the primary project is the development of the Academic Clinical Fellowship programme, and the NMS Programme, working with NHS partners, university partners and colleagues in the Medical School to set up systems, processes and procedures for the effective induction, registration and support for the Fellows and students.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Effectively manage all aspects of the IAT and NMS Programmes including delivery, developing integrated project plans ensuring a consistent approach in line with University procedures and guidelines and monitoring each stage against the project plan to ensure timely delivery within time cost and quality constraints.
- Coordinate and steer project activities including the line management and/or supervision of other staff, partners and stakeholders in order to deliver the project, including the 2027 NIHR IAT Competition Bid, planned deliverables and objectives in a timely manner within available resources.
- Maintain appropriate project level governance through the application of project control methods and tools, such as document management, change control, financial tracking, data analysis and resource planning. Producing regular project update reports to ensure the progress and effective identification of risks and issues to allow for effective decision making.
- Act as a point of contact for assigned projects, providing specialist advice about the IAT programme and the NMS programme and accurate and up to date information so that all those involved are kept informed. Proactively facilitating the resolution of project level issues and risks, escalating in a timely fashion, seeking an agreed resolution and making recommendations as appropriate.
- Manage stakeholder engagement throughout, ensuring required levels of involvement in and consultation on implementation, including effective communications and management of expectations.
- Maintain processes and systems to support effective project management with a strong customer outcome focus, providing training where necessary to embed the project outcomes into business as usual activities (if relevant).
- Identify and make recommendations for improvements to contribute to the continuous improvement of projects and processes.
- Be responsible for the design, delivery and management of an excellent 'first-point-of-contact' service for all IAT Programme students, ensuring adequate support is given to online, email and telephone services as appropriate, enabling students to access the appropriate support or service in a timely and friction-free manner.
- Work with stakeholders across all partner institutions to ensure compliance with University and external bodies e.g. NIHR, Codes of Practice and Regulations through monitoring, review and reporting.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- The role holder will be responsible for the successful delivery of a medium complexity project. One or more projects may be managed at any given time.
- The role holder will need to manage a range of conflicting priorities and demands on time and resources, deciding how best to plan and manage own workload and those of others to ensure the best possible outcomes and to ensure an efficient, effective and robust service is provided in support of school objectives.
- Able to work independently and flexibly, the role holder will also need to work consultatively with others in order to succeed. They will need to achieve results through other people without necessarily using formal line management authority. They will therefore be expected to influence and matrix-manage across and up those who will be delivering different elements.
- The role holder will be required to have an excellent understanding of the principles of project management and University specific procedures relating to projects in order to provide specialist advice.
- As KMMS continues to evolve, support may be required in other related business areas of the School so the role holder is expected to be flexible and adaptable.

Facts & figures

KMMS has been awarded 11 IAT Fellowships as part of the NIHR IAT Competitions in 2023 & 2025. The KMMS IAT programme will support Academic Clinical Fellows who will gain research experience as part of their higher specialist clinical training. The role holder will lead on the coordination of activities required to submit the 2027 NIHR IAT Competition bid.

The role holder will work with up to 5 NHS trusts and three different universities as well as with many colleagues within KMMS and possibly with our partner medical school Brighton and Sussex Medical School.

Internal & external relationships

Internal: Academics, professional services staff and potential students; Academic and Professional Services staff at all levels across both Partner Universities.

External: NIHR, Kings College London, BSMS, NHS Trusts – public, private and third sector organisations; other HEIs.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Pressure to meet important deadlines such as might be inherent in high profile projects
- There may be a requirement to work evenings and weekends
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Educated to A level or equivalent (A)

- Recognised Project Management qualification (e.g. PRINCE 2, APM) OR part qualified OR significant project management experience in a similar role (A,I)
- Significant experience in the successful oversight and hands-on delivery of projects from initiation to completion in a similar role (A, I)
- Experience of key project delivery activities such as risk management, stakeholder management, planning, budget management, change management, etc. (A, I)
- Knowledge and experience of different project delivery approaches and methodologies (A, I)
- Excellent IT skills, particularly in the use of MS Office packages, databases and project planning tools such as MS Project and Visio (I)
- Experience of analysing, interpreting and presenting data (A, I, T)
- Excellent and effective negotiation, influencing and communication skills, particularly the ability to persuade and inspire colleagues to work collaboratively to ensure strategic priorities are met (I)
- Excellent interpersonal skills with the ability to facilitate critical decision making (I)
- Excellent oral and written communication skills and the ability to develop excellent working relationships both internal to and external to the University (I, T)
- Excellent organisational skills including planning & resourcing, project budgeting, progress reporting, running meetings with stakeholders with varying skills and communication styles (A, I)
- Excellent facilitation skills, able to lead workshops involving all forms of stakeholders to achieve agreed outcomes (I)
- Proven ability to write complex documentation including terms of references, briefs, financial reports, business cases and update reports (A, I)
- Proven ability to work independently without close supervision, and of working effectively as part of a wider, multi-disciplinary team (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- Educated to degree level or equivalent (A)
- CLAIT/ECDL or equivalent IT qualification (A)
- Experience of delivering complex/sensitive projects (I)
- Experience of directly line managing staff, with well-developed team management skills and a clear passion for developing motivated staff and strong teams (A, I)
- Knowledge and understanding of the challenges and strategic issues facing Higher Education and the NHS (I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage