



Intensive Care Society Research Project Manager

The Opportunity

The **Intensive Care Society (ICS)** is the heart of the UK's intensive care community, bringing together doctors, nurses, psychologists, pharmacists, and allied health professionals who dedicate themselves to saving and transforming lives. Our mission is to foster groundbreaking research, elevate care standards, and deliver the best outcomes for patients and their families.

In collaboration with the **James Lind Alliance (JLA)**, we are launching a **Priority Setting Partnership (PSP)** that will unite the voices of patients, carers, and clinicians to identify the most urgent unanswered questions in intensive care. Together, we aim to shape the future of research and inspire studies that directly improve lives. Building on the success of our 2014 initiative, this effort promises to be transformative. An excellent opportunity has arisen to help us deliver this important project.

The Role

There is a vacancy for a highly organised and motivated person to join our team on a fixed term contract as a part time **Research Project Manager**. This is an integral and new role at the Society providing project management leadership and support to the delivery of the research priority setting project. The successful candidate will support the Head of Policy and Standards, Clinical Leads, Information Specialist and Chair of the Project Steering group.

The postholder will manage a high profile and strategic project to identify the research priorities for Intensive Care for the next 10 years. They will take a proactive forward-looking approach to planning and delivery of all logistics to ensure success of the project. They will support a Chair and steering group ensuring meetings run smoothly and professionally.

They will be experienced in project management, meeting planning and monitoring actions relating to key steering group and planning meetings. They will work closely with communications team and partner bodies to support promotion and profile-raising activities.

They will monitor and maintain up-to-date, accurate records of the project's progress, providing cyclical report as appropriate. You will have the opportunity to work with senior leaders, intensive care professionals, patients and relatives to ensure that the Society meets the needs of our beneficiaries and delivers impact on this high-profile national organisation.

To apply: submit your CV and a supporting statement of no more than 300 words explaining how you meet the essential and desirable criteria for the role to hr@ics.ac.uk by **Sunday 2 February 2025**.

Job description

Job title	Research Project Manager (3 days/week)
Reporting to	Head of Policy and Standards
Location	London, hybrid working
Salary	£35,000 pro rata. Fixed term 18 months
Job purpose	<p>The post holder will lead on all aspects of project management of the research priority setting project. This project follows the James Lind Alliance framework and works closely with the NIHR.</p> <p>The post holder will ensure the project delivers its objectives, to time and to the required quality. They will provide high-level administrative and project management including coordinating meetings, agenda setting, minute taking.</p> <p>They will have high level communication skills as they will be working with senior external stakeholders as subject matter experts.</p>

Key accountabilities

- To project manage confidently and professionally collaborate with the Chair, Clinical Leads and steering group to achieve successful delivery of the project
- To manage meetings, draft agendas, write minutes, and follow up actions
- To engage and involve the public and patients in alignment with the James Lind Alliance Priority Setting Process
- To collaborate with the Information specialist who will critically examine and analyse data to help categorise priorities
- To manage the recruitment, training and development of the steering group
- To develop and maintain productive and beneficial relationships with the wider medical, nursing and allied health research community and patients and relatives to benefit the project’s objectives
- To collaborate with the Society’s communications team to deliver content for use on our website, social media, newsletters, ensuring the accuracy of information.
- To model the Society’s values and work in accordance with the Society’s policies
- Undertake any such other duties as may be reasonably required, consistent with the nature of the post

Person specification

Knowledge, skills, and experience	
<p>Essential</p> <ul style="list-style-type: none"> • Excellent project management skills and experience • Senior administrative and organisational skills including minute taking • Experienced in proactive planning and administering logistics, agendas and managing meetings across workstreams • Working collaboratively with senior professionals • Clear and effective written and verbal communication skills • Experience in setting up and using virtual meetings incl. MS Teams and Zoom • Expertise in Microsoft 365 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience working in health-related field with an understanding of NHS terminology

Behaviours
<p>Essential</p> <ul style="list-style-type: none"> • Alignment with Society’s core values: <ul style="list-style-type: none"> ○ Collaboration ○ Freedom of expression ○ Accept and Respect ○ Quality • Self-motivated and achievement oriented • Diligent with an eye to detail • A positive, professional, and pro-active attitude • Work flexibly and collaboratively across boundaries to deliver positive outcomes for all parties • Discretion and experience working with confidential and sensitive matters