



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

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| JOB TITLE | Project Manager – Lincolnshire Unit for Mental Health Research (LUMHR) | | | | |
| DEPARTMENT | Lincoln Institute for Rural and Coastal Health | | | | |
| LOCATION | Lincoln Campuses | | | | |
| JOB NUMBER | CHS300 | GRADE | Grade 7 | DATE | March 2026 |
| REPORTS TO | Operations Manager – LUMHR | | | | |

CONTEXT

At the heart of one of the world’s great historic cities, research at the University of Lincoln engages in transforming lives and communities. In recent years the city has seen significant investment in redeveloping areas of the city centre and the University was awarded the prestigious Queen’s Anniversary Prize for Higher Education in 2023.

The Lincolnshire Unit for Mental Health Research (LUMHR) will be the county’s first integrated and multidisciplinary unit dedicated to applied mental health research in rural, coastal, and small urban-deprived settings. Funded through the NIHR Mental Health Research Group programme, LUMHR builds on a successful NIHR Mental Health Development Award that established the region’s top mental health research priorities through inclusive community engagement and network development.

LUMHR will bring together academic, clinical, community, and lived-experience partners to address persistent mental health inequalities and strengthen the regional research ecosystem. The programme will support capacity building through fellowships, embedded practitioner roles, and structured mentoring, and will recruit a cohort of researchers to deliver its five-year work programme. Through this investment, LUMHR aims to create a sustainable hub for high-quality, context-sensitive mental health research that improves outcomes for underserved populations.

The postholder will play a central role in supporting the establishment, coordination and ongoing delivery of the Unit. The Project Manager will work as part of the Unit’s core professional services team, providing operational coordination and delivery support to ensure effective implementation of funded activities.

JOB PURPOSE

The LUMHR Project Manager will provide specialist project management across the full research funding lifecycle, ensuring successful delivery of the NIHR-funded LUMHR programme. The role combines operational coordination with strategic contribution to funding applications, financial governance, and research planning.

Reporting to the Operations Manager and working under the academic direction of the LUMHR Co-Leads, the postholder will coordinate work packages, monitor progress against agreed milestones and KPIs, maintain governance and compliance documentation, lead financial forecasting and reporting across the programme, and provide pre-award support for funding applications where required. The role also supports effective coordination of activity involving public contributors, lived-experience partners, and community stakeholders.

The role is responsible for translating strategic priorities into operational delivery plans, interpreting funder and institutional requirements, ensuring that timelines, reporting requirements and funder conditions are met. The Project Manager will act as the central

operational point of contact for internal and external stakeholders involved in LUMHR delivery.

The postholder will line manage the LUMHR Administrator (Grade 4) and ensure efficient administrative support for programme activities, meetings, reporting and events.

KEY RESPONSIBILITIES

Project Coordination and Delivery

- Lead the development and maintenance of integrated project plans, Gantt charts, milestone trackers and deliverable schedules across all LUMHR themes and work packages
- Coordinate activity across academic leads, theme teams and partners to ensure timely delivery of agreed outputs
- Monitor progress against milestones and KPIs, identifying variances and escalating issues to the Operations Manager as appropriate
- Support implementation of capacity-building, engagement and research activities across the Unit, helping to establish effective project frameworks, standard operating processes and delivery routines, and recommending improvements to delivery structures where these will strengthen performance, compliance or cross-theme coordination

Governance, Reporting, and Compliance

- Coordinate preparation of formal funder reports (including annual reports, ResearchFish submissions, and audit documentation), collating input from theme leads and partners
- Maintain accurate records to support audit and compliance requirements
- Maintain risk registers and action logs, ensuring risks are reviewed and updated regularly
- Provide specialist coordination and advice on the scheduling, documentation and follow-up of governance processes, ensuring that reporting requirements, approvals and compliance actions are anticipated and managed proactively
- Ensure that ethics, research governance and data protection processes are followed in collaboration with Research & Enterprise teams

Pre-Award and Funding Lifecycle Support

- Provide advice and support to academic staff in LUMHR and colleagues in Research & Enterprise during the pre- and post-award bridging stages of external funding applications, including liaison and coordination with partners, preparation of relevant documentation, and project planning, and support for the development of delivery models, timelines and resourcing assumptions
- Maintain up-to-date working knowledge of NIHR funding guidelines and mechanisms, including Full Economic Costing (FEC) and TRAC methodologies, to support effective award management and bid development
- Support the Operations Manager in ensuring that grant application information is accurately uploaded and maintained on the University's Awards Management System (AMS)
- Contribute to the preparation of bid costings and supporting documentation for new funding applications, working in collaboration with Research & Enterprise, and helping to ensure that proposals are operationally robust, deliverable and aligned with funder expectations

Financial Governance and Reporting

- Lead detailed financial forecasting and variance analysis across themes and work packages, ensuring alignment with approved budgets and NIHR terms and conditions, and identifying remedial actions where profiling or expenditure is at risk
- Manage financial reporting cycles in collaboration with College Finance and the Operations Manager, ensuring timely and accurate submission of financial data
- Coordinate with external collaborators to collate and verify financial information, ensuring accurate partner reporting in line with grant agreements and delivery plans
- Monitor project finances to transaction-level detail, ensuring spend is eligible under funder guidelines, and prepare documentation for internal and external audits as required

Stakeholder Liaison and Operational Interface

- Act as the operational point of contact for internal and external partners involved in programme delivery
- Develop and maintain effective working relationships across a complex multi-agency network, using judgement and diplomacy to secure timely input, resolve operational issues, and maintain momentum across interdependent activity
- Coordinate meetings, workshops and governance committees, ensuring papers, minutes and actions are documented and tracked
- Facilitate effective communication between academic teams, professional services and external stakeholders - including NHS services, Integrated Care Board, local authorities, voluntary-sector organisations, academic collaborators, and lived-experience contributors.
- Demonstrate sensitivity and professionalism when working with staff, students, partners and public contributors who may present as distressed or require additional support, ensuring that concerns are escalated appropriately in line with agreed safeguarding and support procedures.

Communications and Events Support

- Support the operational delivery of LUMHR dissemination and engagement events, working in collaboration with the Public Engagement Lead
- Ensure event documentation, reporting outputs and follow-up actions are completed and recorded appropriately

Line Management and Team Coordination

- Line manage the LUMHR Administrator (Grade 4), including workload allocation, performance development and day-to-day supervision
- Ensure efficient administrative systems are in place to support reporting, governance and project coordination
- Contribute to a collaborative and professional working culture within the Unit

Systems and Data Management

- Maintain project documentation and reporting systems using University-approved digital platforms (e.g., project management systems, document repositories and funder reporting systems)

- Produce regular progress summaries and operational updates for the Operations Manager and Co-Leads
- Support continuous improvement of operational processes in collaboration with the Operations Manager

Representation and Professional Contribution

- Represent LUMHR at operational meetings as required
- Undertake professional development appropriate to the role
- Undertake other duties commensurate with the nature and grade of the post

ADDITIONAL INFORMATION

Scope and dimensions of the role

The LUMHR Project Manager plays a central operational role in coordinating delivery of a complex, multi-partner NIHR-funded research programme, combining operational coordination with specialist and applied knowledge of research funding mechanisms, financial governance, and funder compliance requirements across pre-award, set-up and post-award stages. The postholder works with a high degree of autonomy on day-to-day operational and financial matters, exercising sound judgement in prioritising tasks, managing competing deadlines, interpreting requirements, and maintaining delivery momentum across work packages.

The role sits within a wider institutional commitment to place-based research and may contribute, where appropriate, to coordination and shared learning across related rural and coastal research initiatives.

The postholder will support inclusive and community-engaged approaches within project coordination, ensuring public contributors and lived-experience partners are appropriately supported and integrated into delivery processes.

The role requires strong organisational skills, attention to detail, specialist knowledge of research funding and financial governance, and the ability to work effectively across academic, clinical and community settings. Working within the strategic framework set by the LUMHR Co-Leads and under the operational leadership of the Operations Manager, the Project Manager ensures that agreed priorities are translated into clear plans, monitored effectively and delivered in line with funder requirements. The postholder contributes to the strategic development of LUMHR by supporting funding applications and identifying opportunities for process improvement and providing specialist operational insight to inform feasible delivery planning and implementation decisions.

Key working relationships/networks

| Internal | External |
|--|---|
| <ul style="list-style-type: none"> • Operations Manager – LUMHR • LUMHR Co-Leads • LUMHR Theme Leads • LUMHR support staff • Academics and researchers involved in LUMHR • Research & Enterprise teams • College Finance and Operations teams | <ul style="list-style-type: none"> • NIHR Programme contacts • NHS Trusts and ICB partners • Local authority teams • Voluntary and community sector organisations • University of Nottingham Institute for Mental Health • External academic partners • People and communities in Lincolnshire • LUMHR Lived Experience Advisory Panel, Steering Committee, and International Advisory Board • Research networks, funders, and policy bodies |



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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|------------------|--|-------------------|--------|
| JOB TITLE | Project Manager – Lincolnshire Unit for Mental Health Research (LUMHR) | JOB NUMBER | CHS300 |
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| Selection Criteria | Essential (E) or Desirable (D) | Where Evidenced Application (A) Interview (I) Presentation (P) References (R) |
|--|---------------------------------------|--|
| Qualifications: | | |
| Educated to degree level or equivalent professional experience in a relevant field (e.g. research management, public administration, health, social care or related disciplines) | E | A |
| Recognised project management qualification or demonstrable equivalent project management experience | E | A |
| Postgraduate qualification or substantial CPD in relevant area | D | A |
| Experience: | | |
| Proven experience in project management within higher education, research, health, public sector or third sector environments | E | A/I |
| Experience of financial monitoring, forecasting, and reporting against project budgets | E | A/I |
| Experience maintaining project documentation, risk registers and deliverable trackers | E | A/I |
| Experience liaising with internal and external stakeholders across organisational boundaries | E | A/I |
| Experience organising and supporting complex meetings, workshops or events | E | A/I |
| Experience supporting research governance, ethics or compliance processes | D | A/I |
| Experience coordinating externally funded research projects (pre- and/or post-award) | E | A/I |
| Experience of line management or supervision of administrative staff | E | A/I |
| Skills and Knowledge: | | |
| Strong communication skills (written, verbal, and interpersonal) | E | A/I |
| Strong organisational skills with high attention to detail | E | A/I |
| Ability to manage multiple competing priorities and meet deadlines | E | A/I |
| Ability to interpret and apply funder terms and conditions | E | A/I |
| Competence in financial tracking, forecasting, and reporting at project level | E | A/I |
| High level of IT proficiency, including Excel and project management tools | E | A/I |
| Ability to identify delivery risks and escalate appropriately | E | A/I |

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| Working knowledge of research governance and data protection requirements, and funder compliance expectations for externally funded research | D | A/I |
| Ability to contribute to process improvement and operational efficiency | D | A/I |
| Key Attributes: | | |
| Professional, diplomatic, and collaborative approach | E | I |
| Proactive and solutions-focussed | E | I |
| Organised, methodical, and reliable | E | I |
| Ability to work independently while contributing to a wider team | E | I |
| Resilient and able to work under pressure | E | I |
| Commitment to inclusive, participatory and community-engaged ways of working | E | I |
| Enthusiasm for mental health research and LUMHR's mission | E | I |
| Business Requirements: | | |
| Willingness to travel across Lincolnshire, the wider East Midlands region (including partner institutions), and occasionally nationally | E | A/I |
| Willingness to work flexibly, including occasional evening events | E | A/I |

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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| Author | NGM/DD | SPBP | PC |
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