



# IMPACT

## Spark Project Manager

Reference: 0401-23.

Grade: 9

Salary: £44,414 to £52,841, per annum, depending on experience

Contract Type: Fixed Term (Until 31/03/2025)

Basis: Full Time (36.5 Hours)

# Job description

## Job Purpose:

The SPARK Project Manager will support the development and operations of running a SPARK programme for the West Midlands. SPARK being the Stanford model for preclinical acceleration.

SPARK Stanford has now expanded into SPARK Global and will be launching a new programme in the West Midlands. SPARK is a unique partnership between university and industry founded by Professor Daria Mochly-Rosen in 2006 at Stanford University in USA. The purpose is to provide the education and mentorship necessary to advance research discoveries from the bench to the bedside. SPARK provides access to specialized knowledge and technical expertise regarding drug and diagnostic development and sources of funding to support translational efforts.

You will support onboarding a portfolio of projects that are at preclinical stage of development led by academics, clinicians, and industry onto the SPARK programme.

You will work closely with a broader consortium aiming to boost the sector in the region and alongside staff at Aston University who will direct the programme.

Where possible you will work alongside the teams that successfully applied to be part of the SPARK Programme. You will help these teams build industry standard Research & Development project timelines that will drive their projects towards clinical trials or market authorisation.

You will have had experience in developing on of the following products: Diagnostics, Medical Devices or Therapeutics in a project manager role, with a particular focus on managing the research and developing process of these projects.

Your day to day running of the SPARK programme will include a mixture of grant management, events management, contract support, and related ministrative duties. It will also include working with individual SPARK cohort members to get them to a point they understand their journey to clinical trials and how finance can be raised to support this.

## Main duties and responsibilities

- ▶ Manage the new SPARK Innovation Accelerator Programme at Aston University
- ▶ Advise stakeholders across industry, academia, and the NHS on how to develop project ideas so that they are suitable for the SPARK programme.
- ▶ Advise stakeholders across industry, academia, and the NHS on how to build out industry standard project plans for preclinical work programmes.
- ▶ Aid in development of a technical training programme for SPARK cohort members.
- ▶ Liaise with SPARK Global to ensure project meets responsibilities as well as integrating the programme into the wider international network.
- ▶ Develop guidance materials to support SPARK cohort members, including Project Handbooks that provide guidance relating to evidence collection needed to meet audit requirements.
- ▶ Work Across a wide regional consortium to ensure success of the wider set of six work packages involved in the scheme this role is a part of.
- ▶ Support sub granting to projects that are successful in joining the programme.

- ▶ Lead regular workshops for all SPARK cohort members to share best practices, identify common problems, and establish mechanisms for sharing resources.
- ▶ Support funding bids for projects on the SPARK programme and to extend the lifetime of the SPARK programme.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

# Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ BSc/MSc in a field relevant to one of Diagnostics development, Medical Device development or Therapeutics Development or equivalent experience in industry.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Project management experience in Research &amp; Development for a company in a relevant sector to the accelerator Diagnostics/Devices/Therapeutics)</li> <li>▶ Experience of building and maintaining effective relationships.</li> <li>▶ Experience of building credibility through excellent written and verbal communication skills.</li> <li>▶ Experience of working in a target driven environment.</li> <li>▶ Experience of achieving results through other people.</li> <li>▶ Knowledge and experience of working with industry.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Previous Experience in Project Management skill</li> <li>▶ Ability to develop sustainable relationships with a wide range of stakeholders.</li> <li>▶ Thinks and plans strategically.</li> <li>▶ Able to work cooperatively with, others.</li> <li>▶ Able to convey information in an understandable and engaging manner to a range of audiences.</li> <li>▶ Negotiation and persuasion skills.</li> <li>▶ Uses judgement to make good decisions in complex situations.</li> <li>▶ Ability to work independently.</li> </ul>	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> <li>▶ Able to work flexibly and use initiative.</li> </ul>	

	Desirable	Method of assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of Successful Grant Writing</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Understanding of Venture Capital financing in the sector.</li> <li>▶ Understanding of Regulatory Affairs in the sector.</li> </ul>	

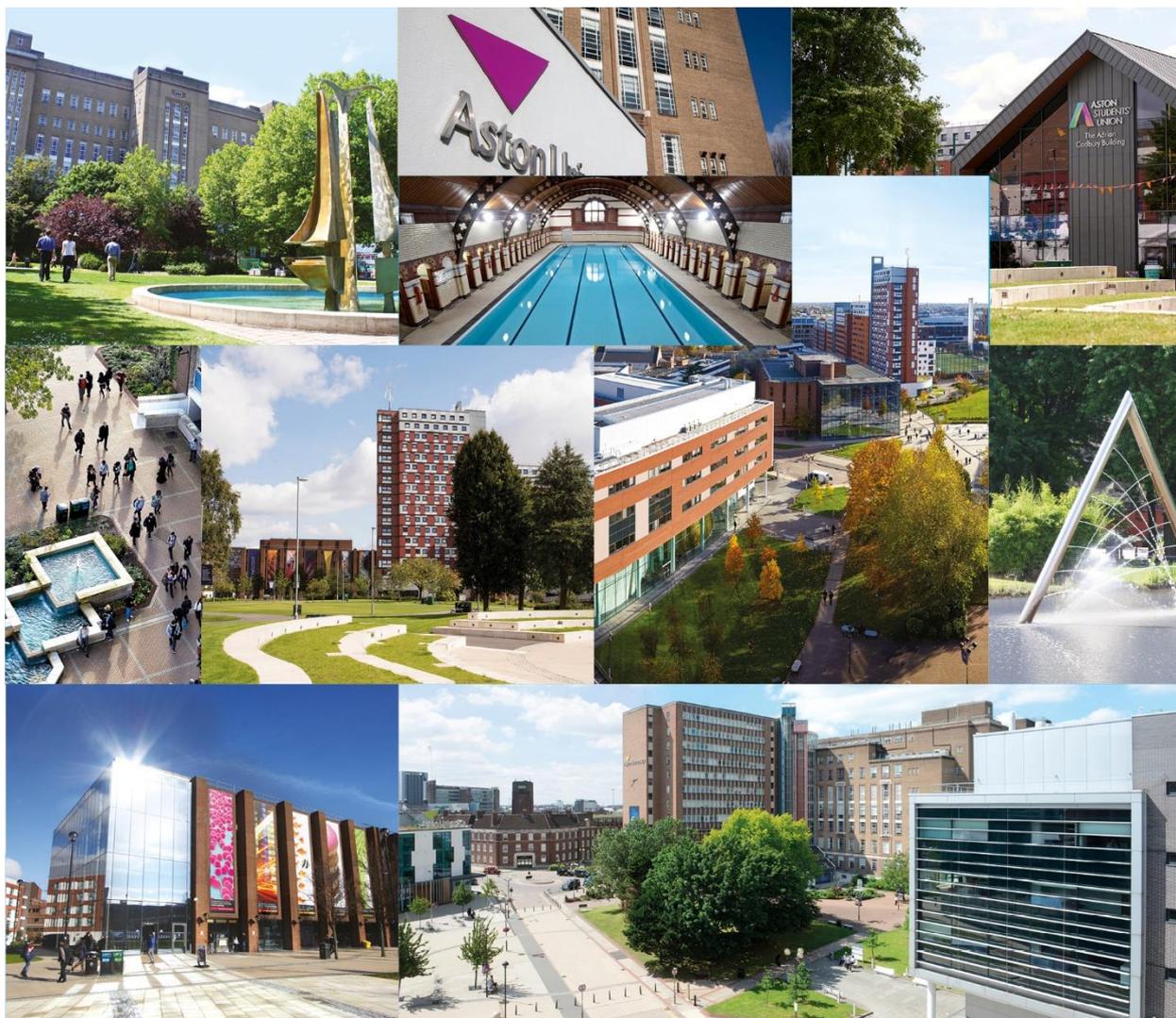
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Luke Southan

Job Title: Technology Transfer Manager

Email: [l.southan@aston.ac.uk](mailto:l.southan@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>  
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

**Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

**Aston University**

**Birmingham**

**B4 7ET, UK.**

**+44 (0)121 204 3000**

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