**Summary details**

<table>
<thead>
<tr>
<th>Unit name:</th>
<th>MRC Human Nutrition Research (HNR)</th>
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<tbody>
<tr>
<td>Division/Section:</td>
<td>MRC HNR</td>
</tr>
<tr>
<td>Job title</td>
<td>Senior Operations/Transition Manager</td>
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<tr>
<td><em>Salary range:</em></td>
<td>£37,024 - £43,520</td>
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<tr>
<td><em>Contract type (e.g. Open/Fixed term):</em></td>
<td>Fixed term to 2018/19</td>
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<tr>
<td><em>Hours (e.g. full or part time):</em></td>
<td>Full Time 36 hours</td>
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**Detailed job description**

**Overall purpose:**
Reporting to the Director, the main focus of the role is to lead, manage and co-ordinate the transition and ultimate closure of HNR and Elsie Widdowson Laboratories (EWL) following MRC Council decision to close the unit on 31 August 2016 and EWL during 2019. This includes a phased period of transition starting with the transfer of individual research programmes, a period of activity under a new remit of operation to enable completion of the National Diet and Nutrition Survey (NDNS, government funded contract) and, finally, full premises closure. The post-holder will lead and ensure completion of all associated activities and related project work (i.e. in relation to people, IP, data, biological samples, assets, facilities/premises). This will be in the context of supporting and ensuring the ongoing work of the NSS and NBH groups and the remaining members of research groups during this period and will require a hands-on approach.

While HNR will close as a Unit in August 2016, some activities will continue in the EWL (which currently houses HNR) to December 2018, and the building finally closed early in 2019. A major function for the post holder is to ensure that the various requirements are balanced, that research and survey activities can be maintained at the highest quality while in HNR/EWL, and that throughout consideration is given to cost effectiveness and efficient use of resources.

**Main responsibilities:**

As senior operations/transition manager, working closely with the Director and other senior managers, to facilitate the Unit through a period of major change and phased closure. To lead and ensure completion of all necessary activities and related project work for transfer of individual programmes, support of activities in the EWL, and, ultimately, closure of the building. The work involved will relate to people (staff and students), IP/contracts, data, biological samples, assets, facilities, premises.

Associated with the project management role, the post holder will have line management responsibility for specific operational functions, notably lab management and H&S, both of which will be heavily involved with the transitions and closure.

Responsibilities are expected to include:

- Determining the overall project plan, phasing and timing of different work streams and specific activities.
• Setting timelines for delivery and completion of activities; monitoring and reporting on progress to senior Unit management and to the HNR Unit Closure Working Group
• Leading, coordinating and supporting work led by others in order to facilitate and ensure delivery
• Identifying interdependencies and planning appropriately between different work streams and activities
• Risk management
• Consideration of statutory, legislative, corporate and local governance arrangements to ensure compliance as appropriate
• Resource assessment and identification, delegation of work, coordination and oversight of delivery
• Leading and implementing change
• Communication at all levels (e.g. senior management, Unit staff and students, MRC, external)
• Line Management of Facilities Manager and H&S manager
• Active and hands-on involvement in the operations of the Business Management team in general.

Following HNR closure, there will be a period of interim operation in EWL under a new governance structure for completion of the NDNS contract and successful pursuit of the Director’s research programme, which will be located in EWL during this period, and support of the current research programmes until physical relocation is achieved. The post-holder will provide high level support for transition to the new structure including:

• Agreement and implementation of new governance arrangements for interim operation for completion of the NDNS and continued research activities in the EWL
• Streamlining operational procedures and internal governance processes to facilitate efficient and cost-effective interim operating whilst ensuring quality standards and compliance with necessary regulatory governance and standards
• Scoping and identification of ongoing (and changing) requirements for infrastructure staffing

The EWL premises will be closed in 2019 and decommissioned (handed back to landlord). The post-holder will lead and oversee completion of the building closure.

In respect of all of the above, to act as a central point of contact for staff during the transitional and closure periods, in liaison with the Director and local Trades Union side.

To take responsibility for ensuring MRC corporate requirements are adequately met and responded to during the transitional period (e.g. ResearchFish).

To represent the Unit in relation to specific projects on appropriate occasions, e.g. for issues relating to administrative, infrastructure or managerial matters.
### Working relationships:
Reports to the Director. Has line management responsibility for two members of staff (and through them for their teams). The post-holder will be required to work proactively and closely with a range of staff within the Unit i.e. Group Leaders, Managers and other staff in the HNR Business Management Team (e.g. Finance, HR and IT), the Specialisms (e.g. Data Operations, Labs), and with staff from the MRC Centre. There will also be regular interactions with members of MRC Head Office, and the post-holder will be a member of the HNR Head Office closure group.

### Additional information:

#### Equality & Diversity
The MRC values the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes and abilities. The MRC is committed to the engagement and retention of the best possible talent and to creating an environment that encourages excellence in scientific research through good equalities and diversity leadership and management.

#### Corporate/Local responsibilities & requirements
The job holder must at all times carry out their responsibilities with due regard to the MRC’s:
- Code of Conduct
- Equality and Diversity Policy
- Health and Safety Policy
- Data Protection and Security Policy

Job descriptions should be reviewed on a regular basis and at the annual appraisal. Any changes should be made and agreed between the post holder and their manager.

The above lists are not exhaustive and the job holder is required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and the MRC.

### Person requirements

#### Education / Qualifications / Training required:
**Essential:** Educated to degree level or equivalent experience.

**Desirable:** Management qualification. Educated to equivalent of PhD level, with appropriate experience of management/management qualification

#### Previous work experience required:

**Essential:** Significant relevant experience at a middle/senior level including management of people. Experience of working within an academic research culture; experience of senior project management.

**Desirable:** experience in managing change. Research experience relevant to work at the EWL
**Knowledge and experience:**

**General Management**  
*Essential:* Provision of high-level management advice  
*Desirable:* Well-developed leadership skills and ability to support others through change

**Problem Solving Skills**  
*Essential:* Ability to identify, analyse and propose solutions to varied/ complex problems.  
*Desirable:* Resourceful and flexible approach.

**Autonomy**  
*Essential:* Plan and act proactively and work to deadlines.  
*Desirable:* Evidence of significant degree of independence in role.

**Policy**  
*Essential:* Demonstrable experience in policy / procedure implementation.  
*Desirable:* Demonstrable experience in policy development.

**Communication**  
*Essential:* A clear spoken and written communicator.  
*Desirable:* Evidence of a relationship-builder and of representational experience.

**I.T.**  
*Essential:* General IT skills, including simple project management tools, and ability to use and interrogate computerised systems.

**Personal skills/behaviours/qualities:**  
*Essential:* A confident, personable manager of people and other resources with strong leadership skills and a proactive, flexible approach.  
Calm, objective and resourceful in an operating environment of change and challenge.

**Additional information:**