

HDRC Project Manager

Reports to: **HDRC Programme Lead**

Direct reports: **none**

Evaluation: **526 points**

Grade: **N7**

Reference: **A5644**

Purpose

The National Institute of Health and Care Research (NIHR) funds Health Determinants Research Collaborations (HDRCs) in Local Authorities. HDRCs provide infrastructure for evidence-led responses to local challenges. The HDRC Project Manager supports delivery of the HDRC programme. This includes leading cross-cutting projects, embedded into corporate processes, which enable evidence-informed decision-making across Newcastle City Council. The HDRC Project Manager supports strategic functions across the programme areas of academic collaboration and further funding, research culture and governance, public involvement and community engagement, training and capability building, and data and analysis.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Contribute to the strategic coordination, development, implementation, and evaluation of projects across HDRC programme areas and wider corporate responsibilities, ensuring alignment with council priorities and delivery of impactful outcomes.
2. Provide expert project management oversight, maintaining consolidated plans for strategic initiatives, advising on resource implications, and ensuring effective delivery and continuous improvement.

3. Develop and maintain project management systems and communication platforms to support transparency, reporting, and stakeholder engagement.
4. Identify and assess new project opportunities across HDRC programmes and wider corporate responsibilities, ensuring strategic fit, value for money, and measurable impact.
5. Coordinate the induction, development, performance, and management of multi-stakeholder networks and communities of practice, such as Evidence Champions, Research Interest Groups, and VCSE Reference Group, fostering collaboration and knowledge exchange across internal and external partners.
6. Design and deliver training, workshops, and events to build capacity and support the implementation of HDRC and wider council objectives and evidence-informed practices.
7. Develop and disseminate policy, guidance, and best practice resources to support corporate transformation and evidence culture change across the council.
8. Provide expert advice and assurance on research governance, funding, inclusion, and compliance with national standards and legislation, to colleagues across the council and external partners, supporting robust research practices.
9. Manage competing priorities across diverse research areas, demonstrating strategic agility, effective time management, and the ability to deliver under pressure.
10. To promote and implement our Equality policy in all aspects of your employment.
11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.