

JOB TITLE PROJECT MANAGER (HEALTH DATA INNOVATION)	
Banding	£32,354 - £49,645 depending on experience
Hours	37.5hrs/week (Full time) or 0.8FTE
Base	Magog Court, Shelford Bottom, Cambridge CB22 3AD Hybrid working options available
Team	Health Informatics
Accountable to	Senior PMO Assurance Manager
Terms	Permanent

About Health Innovation East:

At Health Innovation East we believe that great ideas only make a difference for our health when they are put into practice. Health Innovation East is the innovation arm of the NHS in the East of England, and we are one of 15 regional Health Innovation Networks that support the introduction of innovative technologies, devices and care pathways to transform health and care.

Our team of clinicians, clinical scientists, commercial and NHS experts works with pioneering start-ups, universities, global corporates and the NHS to ensure that the best innovations in health and care reach the people and places where they deliver the most benefit. We also have a growing team of specialist programme managers, experts in real world evidence and data scientists who support the specialist work increasingly needed to deliver today's world of technology-enabled patient care.

Role purpose:

The Project Manager will play a critical role in the design, coordination, and delivery of complex, multi-stakeholder health data programmes. Working within the Health Informatics team, the post holder will manage projects that unlock the value of health data across the NHS, research, and life sciences sectors, providing structured plans, progress assurance, and early escalation of risks & issues. These programmes typically involve complex data governance, cross-organisational collaboration, and the building of digital infrastructure and tooling to enable research, real-world evidence generation, and patient benefit.

The successful candidate will bring strong organisational, communication, and interpersonal skills, alongside a solid understanding of project management principles, ideally in a health, life sciences or digital/data technology settings. Experience navigating information governance, technical platform/product development cycles or digital innovation pathways will be particularly valuable.

The team uses a combination of project methodologies across our portfolio, adapting our approach according to the unique nature of our projects and stakeholders to ensure the most successful outcomes. The role holder should therefore be comfortable using more than one methodology with pragmatic implementation experience. The successful candidate will be a collaborative team player, capable of navigating a dynamic working environment where multiple internal workstreams and external stakeholders converge. They will balance competing priorities and deadlines with clarity, adaptability, and a focus on team success.

The post holder will need to demonstrate the following skills:

- Strong organisational and planning abilities, including the capacity to structure tasks and manage timelines. This involves maintaining accurate project plans, monitoring progress, and ensuring all activities are delivered as scheduled.
- Excellent communication skills, both written and verbal, to engage effectively with a wide range of stakeholders. The ability to convey information clearly and

confidently is essential for facilitating meetings, sharing updates, and ensuring alignment across teams.

- Proactive risk and issue management, with the ability to identify, document, and escalate potential challenges early ensuring that any obstacles are addressed promptly to minimise impact on project delivery.

Key responsibilities:

As a Project Manager the post holder will:

- Draw on knowledge from subject matter experts to define comprehensive project plans, timelines, and success criteria to be agreed with project leads.
- Collaborate effectively across internal teams (including platform engineering, DataOps, programme delivery, business development and operations) to align priorities, share insights, and ensure coordinated execution of project plans.
- Provide project management support across multiple workstreams and changing priorities with agility, supporting reprioritisation as needed to meet strategic and operational goals.
- Schedule meetings, prepare agendas, document discussions, and follow up on actions.
- Coordinate project activities ensuring actions are completed on time and dependencies are tracked, using our project management software Jira.
- Maintain project documentation, keep accurate and up-to-date records, including action logs, risk and issue registers, and meeting notes.
- Track project performance against agreed milestones and flag any delays or concerns.
- Manage changes to project scope, timelines, or resources by supporting formal change control processes.
- Support the Senior PMO Assurance Manager in ensuring that programme risks and issues are proactively identified and reported and develop proposals for resolution, mitigation and escalation of those risks.
- Participate in working groups and meetings to provide project reports, record discussions, and capture key actions.
- Produce regular project reports tailored for different audiences - internal, regional, and national / funder.
- Use judgement to troubleshoot arising problems where required. Build and maintain relationships with project stakeholders to support successful project delivery, sharing knowledge and motivating stakeholders to engage with progress reporting.
- Engage with our collaborative team, offering support and shared learnings.
- Effectively communicate the progress of projects at meetings and across the wider organisation.

Corporate duties:

- Support the organisation in creating an environment that values risk management and promotes the highest standards of health and safety for

Health Innovation East's employees, supported by policies and procedures as appropriate

- Comply with current data protection laws and company data protection policy and procedures
- Support the organisation in developing a collaborative working environment and a culture of innovation and positive leadership, participating in the appraisal process, as required
- Promote Equal Opportunities and affirm that staff, colleagues, patients and others who encounter Health Innovation East are afforded equality of treatment and opportunities.
- Observe Health Innovation East's Equality and Diversity policy in every aspect of your work, avoiding any behaviour which discriminates against colleagues, potential employees, patients or clients on any grounds
- Work with others appropriately to achieve organisational goals
- Comply with the Health Innovation East values and behaviours

Person Specification:

	Essential	Desirable
Qualifications and training:	<ul style="list-style-type: none"> • Educated to degree-level • Recognised project management qualification (e.g PRINCE2, Managing Successful Programmes (MSP), AgilePM or similar) or equivalent demonstrable experience 	
Experience	<ul style="list-style-type: none"> • Proven experience managing complex, multi-stakeholder technical infrastructure, health data or digital health projects. • Facilitation of workshops and/or stakeholder meetings to align data-driven initiatives towards comprehensive project plans. • Proven ability to build strong, co-operative relationships with multi-disciplinary internal teams to support seamless project delivery. 	

Knowledge and understanding	<ul style="list-style-type: none"> • Experience of applying structured processes within healthcare, research or other relevant settings • Experience in tracking project performance against key milestones and producing regular updates for project leads and governance groups • Understanding of project management methodologies (e.g., PRINCE2, Agile, Waterfall). 	<ul style="list-style-type: none"> • Knowledge of information governance requirements for use of sensitive data, ideally within a research setting • Understanding of the NHS and/or health research landscape, ideally within the East of England • Familiarity with national data infrastructure (e.g., NHS Data Services, HDRUK, NHS DigiTrials). • Understanding of digital health trends (e.g., interoperability, AI in diagnostics, patient apps)
Skills	<ul style="list-style-type: none"> • Confident user of project tools such as Jira/Confluence, Trello, or MS Project. • Proficiency in using collaboration platforms like MS Teams or SharePoint • Ability to work with multiple stakeholders to drive forward the delivery of complex projects at pace • Keen accuracy and attention to detail • Ability to communicate technical data topics clearly to non-technical audiences, adapting tone for different stakeholders • Strong risk assessment and mitigation skills in regulated or complex environments. • Proficient in maintaining accurate and up-to-date project documentation, including action logs, 	

	<p>meeting minutes, and status reports.</p> <ul style="list-style-type: none"> • Demonstrates sound judgement in managing competing priorities and shifting deadlines across multiple projects. Able to reprioritise effectively in a fast-paced environment. 	
Disposition/ Aptitude	<ul style="list-style-type: none"> • Confident in providing structure and plans within sometimes ambiguous environments 	

Right to work in the UK: Applicants must be able to provide evidence of their right to work in the UK at the point of interview.

The role holder will sometimes be required to be flexible with their hours of work for the team to collectively meet certain deadlines.

Occasional travel both within the region and nationally is required.

Personal development responsibilities

- Understanding and awareness of own personal development needs.
- Maintenance of a compliant professional portfolio where required.

Key relationships

Internal - all Health Innovation East employees will be expected to form key relationships within the organisation relevant to the role.

External - in addition, the successful appointee will need to develop and build relationships with external colleagues as relevant to the role. These may include, but are not limited to, relationships with colleagues within partner organisations such as:

- Industry partners including SMEs and large corporates within the health arena.
- Academic partners in Higher Education Institutes and Tech Transfer Offices.
- Funding/investment organisations.
- Applied Research Collaboration (ARC) East of England colleagues.
- NHS Trusts and NHS Foundation Trusts.
- Local Government.
- Integrated Care System and Integrated Care Boards.
- Third Sector Organisations.
- Patient Advisory Groups/Services.

Benefits of working at Health Innovation East

As part of the benefits package, Health Innovation East's employees are entitled to 27 days of annual leave plus bank holidays (pro rata for less than whole time equivalent)

and are offered a company pension (employer contribution up to 10% of annual salary), life insurance (on completion of a probationary period) as well as a cycle to work scheme. In addition, all employees have unlimited access to the company's well-being programme which is externally provided and fully confidential. Team members on secondment will remain on their employer's terms and conditions.

How to apply

To apply please submit your CV and a covering letter explaining your interest in the role and how you meet the person specification by 11:59pm on Sunday 27th July to recruitment@healthinnovationeast.co.uk specifying your motivation for applying and how you meet our person specification. For an informal discussion, please contact informaticsoperations@healthinnovationeast.co.uk

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.