



BioFAIR Senior Technical Project Manager

RECRUITMENT PACK



**Earlham
Institute**

Decoding Living Systems

Introduction to BioFAIR.

BioFAIR is a new UK government-funded investment of £34M to develop and operate a federated digital research infrastructure connecting existing life sciences infrastructures which will largely be assembled through the integration of existing services, resources and knowledge.

BioFAIR is funded for five years and will focus on four core capabilities: Data Commons, Method Commons, Knowledge Centre, and Community Centre.

The BioFAIR's Commons will be shared places, built to incorporate FAIR (Findable, Accessible, Interoperable, Reusable) principles and allow researchers to collaborate and connect with colleagues to work on research projects.

- The Data Commons will catalogue sources of existing datasets, storing user datasets as required, making them easily accessible to life sciences researchers, supporting FAIR data management throughout the data life cycle and streamlining data deposition into public community archives. Working with thematic communities and datahubs, supporting harmonisation of high value data based on user requirements.
 - The Method Commons will facilitate the collaborative use of shared computational workflows with a national workflow capability using multiple systems.
 - The Knowledge Centre will enable the collection and curation of existing knowledge resources, registries, and training materials in research data management, including data analysis, curation and stewardship.
 - The Community Centre will provide a focal point for sharing expertise, good practice and troubleshooting within disciplines, building Communities of Practice.
- The concept of BioFAIR was developed by ELIXIR-UK working with the UK Life Sciences research community. This led to a proposal, **BioFAIR; A data commons infrastructure for biological and biomedical sciences**, submitted to the Biotechnology and Biological Science Research Council (BBSRC) Big Ideas Pipeline which was then refined into a full business case which has been approved by United Kingdom Research and Innovation (UKRI) and Department for Science and Technology (DSIT). This community approach will continue to be reflected in the delivery of BioFAIR with
- Continuous stakeholder engagement to ensure the priorities of the project reflect the need of the UK Life Sciences research community
 - A commitment to assemble and reuse existing services, tools and capabilities whenever possible, harnessing capabilities already developed across the UK. Funding the enhancement of these capabilities and ensuring they form a cohesive infrastructure.
 - Delivery through a Hub and Spoke model. With a lean Hub based at the Earlham Institute providing coordination, project and relationship management but with a distributed leadership and delivery model through a network of spokes with the expertise and experience to deliver and operate best of breed capability.
 - Collaboration with other UK and international initiatives to ensure the sharing of best practices and ensure interoperability across disciplines.



Image credit: AJP

Introduction to Earlham Institute

The Earlham Institute is a hub of life science research, training, and innovation focused on understanding the natural world through the lens of genomics.

Embracing the full breadth of life on Earth, our scientists specialise in developing and testing the latest tools and approaches needed to decode living systems and make predictions about biology.

The Earlham Institute (EI) is based within the Norwich Research Park and is one of eight institutes that receive strategic funding from UKRI BBSRC, as well as support from other research funders.

EI operates as the coordination office of ELIXIR-UK, the national node of the European Research Infrastructure for Life Science Data.

[earlham.ac.uk](https://www.earlham.ac.uk)



Decoding Living Systems



The Earlham Institute is a registered charity (No.1136213), strategically funded by the Biotechnology and Biological Sciences Research Council.



Our vision and objectives.

Our vision is to build a federated Digital Research Infrastructure (DRI) consisting of a Data Commons, Method Commons, Knowledge Centre and Community Centre built from the capabilities and best practices already established in the life sciences community in the UK and beyond. This will support the effective adoption of FAIR principles and democratise access to data and methods across all of the UK life sciences research producing organisations. We are committed to being community led and agile in our delivery.

The objectives of the BioFAIR project are

- **Culture change:** To drive adoption of FAIR principles and open data across the UK life sciences to provide high quality FAIR datasets ready for uptake and reuse.
- **Defragmentation:** To increase the coordination, collaboration and cohesiveness of the UK's life sciences related data landscape, enhancing its effectiveness and efficiency.
- **Access:** To enable democratised access to data and data methods within UK life sciences via a national capability.
- **Skills:** To attract, develop and retain excellent research data management skills and capacity for UK life sciences.
- **Data reuse:** To improve the efficiency of research and enabling new research by increased re-use of data in the life sciences.

BioFAIR has been developed by the UK Life Sciences community over the past six years, and will be delivered as a distributed digital infrastructure harnessing the expertise and services of the UK, European and international partners.

BioFAIR will operate as a Hub and Spoke organisation. The BioFAIR Hub will be based at EI, who will be responsible for coordination, establishing and managing delivery partnerships and governance.



Our culture.

The BioFAIR culture reflects the six core values of the Earlham Institute; Openness, Technical Excellence, Developing and Rewarding Talent, Innovation, Collaboration and Equality, Diversity and Inclusion.

For BioFAIR, this means that every member of the BioFAIR team is expected to live this culture as it is these values that will be at the heart of the success of the project.

To read more, see earlham.ac.uk/our-culture

Openness - The BioFAIR project has a key objective of driving culture change through the adoption of the FAIR principles. We will ourselves promote the dissemination of knowledge, data and methods. However, we will also operate openly in our leadership and decision making to promote collaboration across the Life Science community. We will continuously engage with our stakeholders and communicate openly around all opportunities.

Technical Excellence - We are committed to delivering the highest standards of quality and continuous improvement. We will work with our partners to assemble the BioFAIR infrastructure based on the highest quality services and tools available. Technical priorities will reflect the needs of the Life Science Research Community.

Developing and Rewarding Talent - We aim to recruit, train and retain highly skilled and talented people, with our alumni acting as ambassadors for the Institute.

Innovation - We will deliver capabilities based on the requirements of the Life Science Research Community. We are open to change and adaptation as new requirements and priorities emerge.

Collaboration - BioFAIR will build from the excellence already established by many existing infrastructures, service providers and communities. We will work collaboratively with these teams across the UK and Internationally through mutual respect and openness.

Equality, Diversity and Inclusion - We recognise the value of a diverse team with a commitment to creating a fair and welcoming environment for everyone.



Our Commitment to Equality, Diversity, and Inclusion.

The Earlham Institute is strongly committed to being a force for change with reference to furthering Equality, Diversity and Inclusion. We welcome applications from anyone regardless of ethnicity, heritage, disability, gender, sexuality, religion, socio-economic background or other differences.

We are committed to inclusive working practices.

During the application process we commit to:

- paying for childcare and care costs whilst you are at interviews
- paying for your travel costs to the office and back for interviews
- making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them
- providing this document in a Word document format readily available to download
- offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

You can find more about our commitment to [Equality, Diversity, Inclusivity and Accessibility](#) on our website.

If there is anything else you are concerned about or think we could provide, please let us know.



Appointment of BioFAIR Senior Technical Project Manager

The BioFAIR Senior Technical Project Manager will provide the project management leadership for the initiative and will ensure the establishment of the structure, staffing, partnerships and governance to transition to sustainable long-term success.

They will establish and run the processes to select and commission the spokes (delivery partners). They will coordinate the Delivery Team and embed within it a community-led culture of collaboration and collective responsibility. Working with the Director and Architect, they will provide the long term leadership to enable and inspire the BioFAIR community to assemble a digital research infrastructure that meets the broad needs of life science researchers and delivers the objectives of the business case. BioFAIR is seeking to establish a team-first culture, so the Senior Technical Project Manager will need experience of working in agile environments. They will be responsible for ensuring the BioFAIR community is focused on incremental, continuous delivery of value rather than checking off lists of scheduled, predetermined deliverable items.

They will coordinate the reporting to the BioFAIR Project Board and ensure that the Project Board is fully informed on all aspects of delivery, budgetary management and risk.

The Senior Technical Project Manager will act as Deputy Director of BioFAIR, delegating for the Director as and when required.

The Senior Technical Project Manager will need outstanding project management relationship management skills, experience of delivering research computing infrastructure and a commitment to community delivery reusing existing services and capability whenever possible.

Main activities and responsibilities:

- **Project management:** They will lead the planning, coordination, and execution of BioFAIR activities, ensuring alignment with the proposed work packages and deliverables as outlined in the approved business plan. They will ensure overall business assurance of project activities are undertaken and where appropriate are delegated. They will own the risk management for the project, coordinating the risk register and reporting to the Project Board.
- **Resource management:** They will ensure the efficient allocation and utilisation of resources, including funding, infrastructure, and personnel, to support the implementation and ongoing operations of BioFAIR. This includes monitoring and managing the budget and seeking additional funding opportunities as needed.
- **Partnerships and collaborations:** The Senior Technical Project Manager will identify, establish and coordinate partnerships with relevant organisations, both nationally and internationally, to leverage expertise, resources, and best practices in data management, analytics, and FAIR principles. This will include collaborating with ELIXIR, UKRN, SSI, DCC, Society for Research Software Engineering, Galaxy Community, and other relevant stakeholders and national Digital Research Infrastructures. They will be responsible for the development and delivery of an open, transparent and robust approach for the selection of partner organisations / spokes.

Main activities and responsibilities:

- **Stakeholder engagement:** They will provide direction for establishing and maintaining relationships with RPOs, research teams, bioinformaticians, tool developers, and other stakeholders to foster collaboration, gather feedback, and ensure their involvement and support for the BioFAIR initiative.
- **Team management:** The Senior Technical Project Manager will act as deputy to the BioFAIR Director assuming their management responsibility as and when required.
- **Strategic planning:** With the Director, they will be responsible for coordinating the delivery of the strategic vision and objectives for BioFAIR in collaboration with key stakeholders, including UKRI, Research Performing Organisations, research teams, and the broader life science community.
- **Reporting and evaluation:** With the Director, they will be responsible for coordinating the delivery of the strategic vision and objectives for BioFAIR in collaboration with key stakeholders, including UKRI, Research Performing Organisations, research teams, and the broader life science community.
- They will ensure that the project embeds a culture of equality, diversity and inclusivity across all aspects of delivery and throughout all of its activities.
- Any other duties as appropriate for the role in agreement with the line manager.



Key relationships.

- Member of the BioFAIR Project Board and delegate contact to the UKRI Senior Responsible Officer (SRO)
- Coordination of the delivery of BioFAIR across the hub and spokes.
- Evangelist for BioFAIR Nationally and Internationally
- Point of contact for key community organisations such as ELIXIR, SSI and Society for Research Software Engineering
- Point of contact for peers in HDR UK, DARE UK, NERC, Alan Turing Institute and other UKRI Digital Research Infrastructure projects.
- Functionally reports to the BioFAIR Director.

Person Specification.

Education and qualifications

- Degree in a relevant discipline
- PMI qualified

Specialist Knowledge and Skills

- Track record of project managing the delivery and operation of infrastructures and services, through collaboration and cooperation
- Ability to think strategically and to develop multi-year plans in a dynamic technology environment

Relevant Experience

- Track record of open collaborations on a national and international level
- Track record of delivering infrastructure projects spanning multiple organisations and teams.
- Skilled in developing and improving business process and procedures
- Experience of discovering new ways of working and solutions through personal initiatives and challenging prevailing ideas and assumptions
- Strong organisational and planning skills
- Budget and financial management

Management and leadership

- Strong relationships management skills
- Proven track record as an effective leader
- Proven ability to build, grow and retain high performing distributed teams

Interpersonal and Communication Skills

- Committed to the principles of FAIR and open science data sharing
- Outstanding proven experience of collaboration
- Open-minded, determined and resilient
- Ability to communicate effectively and appropriately at all levels
- Able to represent BioFAIR and EI to a high standard externally with a wide range of stakeholders
- Strong team player; working together to reach common goals; sharing information and supporting colleagues and collaborators
- Strong negotiation skills
- Ability to lead through influences across a distributed delivery team

Additional Requirements

- Attention to detail
- Highly developed diplomacy and emotional intelligence that supports effective resolution of complex and sensitive issues
- Able to present a positive image of self, BioFAIR and the Earlham Institute
- Be an outstanding leadership role model
- As this is a key leadership role in the Hub, on average the Senior Technical Project Manager would be expected to spend one day a week in EI.
- Good time management skills
- Promotes equality and values diversity
- Commitment to work collaboratively with international organisations delivering tools, services and DRIs to ensure alignment across initiatives

Skills Development

What skills will the successful candidate develop in this role?

- Develop and extend personal networks in the Life Science Research Communities in the UK and internationally. Enhance leadership skills.
- Develop strategic thinking.
- Understanding of the monitoring and evaluation of a major investment.

Starting salary:
£70,560 - £88,250

Post no: 1004830

Contract length: 48 months

Hours per week: 37

Relocation package: Yes

Closing date: 18 February 2025

Interview date: 26 February 2025

Expected/Ideal start date: 1 March 2025

[Apply](#)

For further information

Contact: nbi.recruitment@nbi.ac.uk
earlham.ac.uk



Life at Earlham.

People and culture

Our success relies on each individual achieving their potential.

We do this by striving to create an environment where everyone feels meaningfully connected to their work, colleagues, and the wider mission of the Institute.

Through a diverse programme of training and support, regular feedback and reflection, committees and working groups, and a commitment to learning and improving, we constantly strengthen our work culture and identify opportunities for improvement.

Championing Equality

We are committed to building and maintaining a workplace that treats every individual with dignity and respect.

By taking an active approach to fostering inclusivity, diversity, equality and accessibility, we will empower our community to achieve more.

The Earlham Institute's Inclusivity, Diversity, Equality and Accessibility (IDEA) Committee brings together people from all levels and areas of the organisation to advise on, and assist with, the development and implementation of the IDEA strategy at EI.

Family Life

The Earlham Institute offers a supportive working environment for parents and carers, with policies, initiatives, and facilities to help you manage both your career and caring commitments.

From priority places at an on-site nursery to flexible working patterns, we work with each individual to try and help them achieve the right work/life balance.

Pay and Benefits

Come to work in a beautiful part of the UK, where you can enjoy the vibrant and historic city of Norwich while benefiting from having the Norfolk broads and picturesque coastline on your doorstep.

We'll offer a competitive salary, attractive pension, and a range of benefits, including:

- Flexible working arrangements
- Generous annual leave entitlement, along with public holidays and privilege days
- Voluntary Employee Benefits Scheme
- Discounts and special offers for staff
- On-site sports and leisure facilities, including the Rec Centre and swimming pool
- Mentorship, training and development opportunities.



Norwich Research Park.

We are partner Institute of the Norwich Research Park.

Situated on a campus that stretches across 1 kilometre, the Norwich Research Park is a world leading location for research, innovation and business.

The park is home to six research organisations: the Earlham Institute, John Innes Centre, The Sainsbury Laboratory, the Quadram Institute, the Norfolk and Norwich University Hospital, and the University of East Anglia.

For more on Norwich Research Park see:

norwichresearchpark.com



Living in Norfolk.

Norwich is an historic city with a rich culture of art, literature, and sport. This 'city of stories' is also a hub of research excellence - home to some of the leading scientific centres in the UK.

With regular trains to Cambridge and London, plenty of city bus routes, and an international airport, the city is well-connected. Consistently voted as one of the best places to live and happiest places to work in the UK, you're sure to fall in love with Norwich and create your own stories here.

www.earlham.ac.uk/living-norfolk



Decoding Living Systems

Earlham Institute
Norwich Research Park
Colney Lane
Norwich
Norfolk
NR4 7UZ
earlham.ac.uk

