



## Candidate Information

<b>Position:</b>	Project Officer
<b>School/Department:</b>	Centre for Cancer Research and Cell Biology
<b>Reference:</b>	19/107374
<b>Closing Date:</b>	Wednesday 8 May 2019
<b>Salary:</b>	£33,199 - £36,261 per annum
<b>Duration:</b>	Available until 31 December 2021

### **JOB PURPOSE:**

The principal aim of this post is to lead the successful planning and coordination of the creation and subsequent operations of the Innovate UK PathLAKE programme. This programme is led by the University Hospitals Coventry and Warwickshire NHS Trust and has a number of academic and industrial partners. The project officer will be based in the Precision Medicine Centre at Queen's University Belfast.

### **MAJOR DUTIES:**

1. Contribute to the successful establishment and operation of the Innovate UK PathLAKE programme by providing project management leadership.
2. Develop and maintain a detailed project plan for the Innovate UK Path LAKE project and assess potential risks associated with the project plan and to develop strategies to manage these.
3. Lead, monitor and maintain progress of the project plan to ensure delivery of the key stages and goals within the agreed constraints of time, cost and quality.
4. Co-ordinate, plan, minute and monitor progress against action plans agreed by the collaborating investigators at each of the Work Package Co-ordinating meetings and the Steering Group meetings.
5. Manage the research budgets allocated to the various work packages and providing reports to the Steering Group meetings.
6. Ensure that all research expenditure is authorised in accordance with University regulations and sponsor guidelines, liaising with the funding body and central finance support as necessary.
7. Ensure the timely production of financial reports and co-ordination of scientific report returns to the lead partner and to serve as the point of contact for the programme with the funding organisation.
8. Update Gantt charts and progress reports against key performance deliverables.
9. Service the governance structures for the programme and to prepare and present regular progress reports and committee papers to the PathLAKE Steering Group.
10. Organise events associated with the PathLAKE programme.
11. Help prepare and disseminate press releases or media briefings across the various sites and with the funding organisation that relate to the public dissemination of research stemming from the PathLAKE programme.

### **Planning and Organising:**

1. Prepare and manage detailed project plans, anticipating and responding to changing circumstances and requirements.
2. Plan and organise the activities of the staff within the team as required.
3. Plan own day-to-day activities within the framework of the agreed research programme.

### **Resource Management Responsibilities:**

1. Monitor and ensure effective management of the project budgets.
2. Ensure resources associated with the project are used in an effective and efficient manner.
3. Production of budget reports for the Steering Group, funder and the lead partner.

### **Internal and External Relationships:**

1. Act as principal point of contact with the project funding body.

2. Collaborate with research colleagues from both Queen's University and the University Hospitals Coventry & Warwickshire NHS Trust to ensure the smooth running of the project.
3. Develop links with the other academic and industry partners on the project.

**ESSENTIAL CRITERIA:**

1. Educated to degree level in a relevant subject.
2. At least three years relevant experience of working within a life/health science research environment.
3. Evidence of planning and delivering projects on time and within budget and an understanding of financial management procedures.
4. Experience of financial co-ordination of research grants/initiatives.
5. Evidence of report writing and reporting to committees.
6. Evidence of good negotiation and persuasion skills.
7. Ability to assess and organise resources.
8. Strong planning and organisational skills.
9. Ability to communicate information and ideas effectively.
10. Ability to build contacts and participate in internal and external networks.
11. Logical and methodical approach to work; detail orientated.
12. Ability to be a productive member of a multi-disciplinary team.
13. Computer literate with knowledge of computer based databases systems.
14. Excellent oral and written communication skills.
15. Evidence of preparing and giving talks and presentations in a variety of contexts.
16. Ability to work as part of a team.
17. Enthusiastic, self-motivated and a desire to make a significant contribution to a growing research centre.
18. Willing to work flexibly to meet the requirements of the post.

**DESIRABLE CRITERIA:**

1. A qualification in project management e.g. PRINCE 2.
2. Professional accountancy qualification or part-qualified or IATI qualified.
3. Experience of producing standard operating procedures.
4. Experience in the use and production of complex spreadsheets.
5. Experience of preparing claims for funding from external organisations.