

Candidate Information

Position:	Project Officer in the iREACH Office x 2
School/Department:	Faculty Office MHLS
Reference:	21/109240
Closing Date:	Monday 18 October 2021
Salary:	£34,304 - £40,927 per annum
Anticipated Interview Date:	Wednesday 3 and Thursday 4 November 2021
Duration:	Fixed term contract for 2 years

JOB PURPOSE:

Reporting to the iREACH Delivery Lead, the post holder will support the design and setup of the new Institute of Research Excellence for Advanced Clinical Healthcare (iREACH), working with colleagues from schools and directorates and external stakeholders collaboratively to coordinate project management and delivery strategies for iREACH.

MAJOR DUTIES:

1. Contribute to the successful development of iREACH by providing project management leadership.
2. Develop, monitor, and maintain progress of the project plans to ensure delivery of the key stages and goals within the agreed constraints of time, cost, and quality.
3. Co-ordinate, plan, minute and monitor progress against action plans agreed by the Work Stream groups and stakeholders.
4. Assist research finance departments with managing the budgets allocated to the Work Streams and providing reports to the Project Board.
5. Update Gantt charts and progress reports against key deliverables. Evaluate progress against project plan, identify and, where appropriate, escalate emerging risks associated with the project and develop and implement strategies to manage these.
6. Service the governance structures for the Work Streams and prepare and present regular progress reports and committee papers for internal and external stakeholders.
7. Organise visits and events associated with the Work Streams, working closely with colleagues across the University, HSC Trusts and PHA (public Health Agency).
8. Help prepare and disseminate press releases or media briefings, working closely with the Project Board and City Deal PMO (Project Management Office) along with the University communications and marketing directorate.
9. Undertake any other project tasks associated with the development of iREACH.

Planning and Organising:

1. Prepare and manage detailed project plans, anticipating and responding to changing circumstances and requirements. Recommend and implement strategies to manage risks etc.
2. In conjunction with the project board, define objectives and key tasks for each project to ensure delivery of strategic objectives and successful achievement of targets.
3. Plan own day-to-day activities within the framework of the agreed Work Stream programme.

Resource Management Responsibilities:

1. Monitor and ensure effective management of the Work Stream budgets.
2. Ensure resources associated with the project are used in an effective and efficient manner.
3. Production of budget reports for the Work Streams and provide regular reports as necessary.

Internal and External Relationships:

1. Act as principal point of contact with the Work Streams lead.
2. Collaborate with clinical research colleagues from both Queen's University, Trusts and HSC partners, to ensure buy-in to achieve the required contribution and commitment required by all stakeholders.

3. Develop links with other relevant stakeholders, including identifying and exploiting opportunities for further appropriate engagement and collaborations.

ESSENTIAL CRITERIA:

1. Honours Degree in a relevant area.
Or
At least 5 years relevant Project Management experience and a professional project management qualification at practitioner level.
2. At least three years' relevant experience in a Project or Programme Manager/Coordinator role to include:
 - (i) Planning and delivering projects on time and within budget.
 - (ii) Stakeholder/partner management and programme reporting.
 - (iii) Leading and managing a team.
 - (iv) Using formal project management techniques to deliver successful projects.
3. Advanced use of Microsoft Office, especially Excel.
4. Ability to build contacts and participate in internal and external networks.
5. Logical and methodical approach to work; detail orientated.
6. High level of attention to detail and ability to deliver reports, meeting papers with a high level of accuracy.
7. Evidence of positive negotiation and influencing skills.
8. Good oral and written communication skills, including the production of high-quality reports and documentation for senior management and external stakeholders.
9. Ability to communicate goals effectively.
10. Ability to organise and direct self and others.
11. Ability to bring a positive, creative, and flexible approach to resolving problems.
12. Ability to engage, motivate colleagues, and achieve buy-in to deliver common objectives.
13. Willing to work flexibly to meet the requirements of the post.
14. Some limited fact-finding travel may be required.

DESIRABLE CRITERIA:

1. Relevant post graduate qualification.
2. A professional project/programme management qualification at Practitioner level.
3. Experience of working within life/health science research/or clinical trial environment.
4. Experience in the effective use of project management software.
5. Understanding and knowledge of the specific challenges in delivering projects with multiple partners.
6. Relevant knowledge and understanding of the Higher Education sector.