

Candidate Information

Position: Business and Project Manager
School/Department: Patrick G Johnston Centre for Cancer Research
Reference: 21/109397
Closing Date: Tuesday 4 January 2022
Salary: £42,149 -
Anticipated Interview Date: Thursday 20 January 2022
Duration: 3 years

JOB PURPOSE:

To provide specialist project management expertise and administrative oversight to ensure successful delivery of the Precision Medicine Centre's (PMC) programme. To contribute to the strategic direction of the Centre, liaising with the PMC partners (Invest NI and Queen's University Belfast).

MAJOR DUTIES:

1. Lead on all aspects of the tender responses, developing templates as appropriate to ensure conformity/inclusion of necessary information and maintenance of high standards throughout all planning stages. To develop an evidence-based repository to ensure all bids are compliant with the complex legal framework supporting such tenders.
2. Produce business cases for the PMC to support the future sustainability of the unit, with evidence based presentation of capacity and demand, efficient savings, cost benefit analysis and performance trajectories.
3. Support the Senior Management Team in the development of research commercialisation.
4. Provide proactive support to academic colleagues within the PMC for the development of proposals to be submitted to identified funding schemes, providing expert, professional guidance in bid preparation as required.
5. Work in partnership with the Research and Enterprise Directorate to file IP and Proof of concept projects.
6. Implement appropriate marketing and public relations strategies to enhance the profile of the PMC both nationally and internationally, including the development of relevant PR material, publicity documentation and presentation materials.
7. Develop and implement detailed project plans and processes which fully encompasses the scope of the PMC, identifying key milestones, dependencies and resources required to meet funder requirements, multiple tender opportunities and ensure successful delivery of client projects.
8. Lead, monitor and drive progress against the project plan milestones to ensure delivery of key targets and objectives on time, within budget and to the required quality standard.
9. Liaise with operational, clinical, research, finance and corporate colleagues to ensure that project resources are correctly allocated and efficiently utilised to achieve agreed project deliverables and support the PMC's strategy.
10. Manage budgets for individual projects, including monitoring, controlling and reprofiling expenditure against the project budget overall and allocation of resources to various workstreams. Provide financial reports to the Senior Management Team or other committees/managers as required.
11. Prepare and present detailed reports to the PMC's main stakeholders and clients on the progress of the projects and business development activity of the PMC, providing quarterly/annual reports and dealing with any queries which arise. Deliver briefings for internal and external stakeholders and participate in/service meetings as required.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

Planning and Organising:

1. Develop and implement project management processes and procedures for the PMC to ensure successful delivery of proposed outcomes.
2. Set and prioritise personal activities to realise project goals and deliverables within agreed timescales and budgets.
3. Evaluate and monitor projects with respect to risk, costs, deliverables and milestones in conjunction with the Head of Laboratory Operations and the Quality Manager.

4. Contribute to the overall strategic planning and implementation of the PMC as a member of the Senior Management team.

Resource Management Responsibilities:

1. Manage project budgets and monitor the overall PMC budget, income and expenditure. Provide budget information and reports to the senior management team to support decision making.
2. In conjunction with senior managers, manage allocated resources to ensure maximum value is delivered for resources deployed.
3. Ensure that the PMC programme complies with the funding body regulations and the objectives of the programme (in liaison with QUB Finance and Invest NI).
4. Implement and manager systems to monitor progress on multiple tender opportunities and ongoing projects.
5. Manage data in accordance with legislation e.g. Data Protection Act, NHS guidelines and IM&T security policies.

Internal and External Relationships:

1. Communicate the significant project activities and issues to project teams and internal and external contacts during the project through regular project review meetings.
2. Communicate and consult with key stakeholders, including government, academia and industry at a range of levels including senior staff.
3. To communicate with QUB Finance and QUB Contracts on a regular basis to ensure that the PMC is meeting the objectives of the programme.
4. Disseminate the key outcomes of the PMC to the funding body.
5. Facilitate key relationships with organisations and individuals in the public, private and community sectors as partners and funders to ensure effective delivery of key services.
6. Liaise with QUB Communications and the media to promote and market the activities of the PMC.

ESSENTIAL CRITERIA:

1. *Honours degree (or equivalent) in a relevant discipline or substantial relevant experience.
2. *Minimum of five years' relevant experience within a business, biotech, pharma or academic environment to include:
 - Evidence of successful large scale project planning and management.
 - Strong familiarity with project management software tools, methodologies, and best practices
 - Proven ability to complete projects according to outlined scope, budget, and timeline
 - Experience of developing business cases, bids, financial models and reports.
3. Strong interpersonal skills and extremely resourceful.
4. Evidence of leadership skills.
5. Ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
6. Ability to communicate complex information clearly and efficiently.
7. Occasional work outside normal hours as required.
8. Willingness to travel.

DESIRABLE CRITERIA:

1. *A recognised qualification in project management e.g. PRINCE 2.
2. *Substantial experience of working at a senior level in the biotech or pharma sector.
3. *Experience in the successful management of large scale government funded projects.
4. Knowledge of the fundamentals of technical contracts and contracting law.
5. Understanding and overview of those organisations providing and commissioning health and social care.
6. Ability to deliver, influence and impact organisational strategy.