



## Candidate Information

<b>Position:</b>	Project Manager
<b>School/Department:</b>	Patrick G Johnston Centre for Cancer Research
<b>Reference:</b>	23/110592
<b>Closing Date:</b>	Monday 27 February 2023
<b>Salary:</b>	£35,333 - £42,155 per annum.
<b>Anticipated Interview Date:</b>	Monday 27 March 2023
<b>Duration:</b>	4 years or until 28 Feb 2027 whichever is soonest

### JOB PURPOSE:

The post holder will provide professional and administrative project management support to the Prostate Cancer Centre of Excellence at Queen's University Belfast.

### MAJOR DUTIES:

1. Contribute to the successful operation of the Prostate Cancer Centre of Excellence by providing project management leadership.
2. 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 collaborating investigators at each of the co-ordinating meetings and Steering Group meetings.
4. Assist with the management of the research budgets and provide reports to the Steering Group meetings.
5. Ensure the timely production of financial reports and co-ordination of scientific report returns to all funding bodies including Prostate Cancer UK, Movember and Cancer Research UK and to serve as a point of contact for the programmes with the funding organisations.
6. Responsibility for approving requisitions for Prostate Cancer Centre of Excellence projects.
7. Update Gantt Charts and progress reports against key performance deliverables.
8. Service the governance structures for the programmes as well as preparing and presenting regular progress reports and committee papers.
9. Organise events, as required, such as the Annual Scientific Advisory Board, the Training Masterclass, Public Lecture.
10. Help prepare and disseminate press releases or media briefings and with the funding organisations that relate to the public dissemination of research stemming from the Belfast Prostate Cancer Centre programme.
11. Assist academic staff within the Prostate programme with Research Fish entries.
12. Diary management for senior academic staff involved in the Prostate Cancer Centre programme.
13. Responsibility for making all travel arrangements required for the Prostate Cancer Centre programme.
14. Responsibility for branding and promoting the Prostate Cancer Centre of Excellence including developing an online and social media presence and a physical presence within the PGJCCR.

### ESSENTIAL CRITERIA:

1. \* Degree or equivalent in relevant area.
2. \* At least 3 years relevant project management experience within a life/health science research environment.
3. \* Experience of planning and delivering projects on time and within budget.
4. \* Experience of financial management procedures.
5. \* Experience of report writing.
6. \* Experience of Committee Servicing.
7. Evidence of good negotiation and persuasion skills.
8. Ability to organise and direct others.
9. Ability to build contacts and participate in internal and external networks.

10. Logical and methodical approach to work: detail orientated.
11. Computer literate with experience of databases.
12. Evidence of giving presentation skills.
13. Excellent oral and communication skills.
14. Ability to be a productive member of a team.
15. Willingness to travel locally and nationally.

**DESIRABLE CRITERIA:**

1. \* Degree in Biomedical Science or related discipline.
2. \* Qualification in project management e.g. PRINCE2.
3. \* Masters or PhD in a scientific subject with preference for biomedical/biological discipline.
4. \* Experience of producing Standard operating procedures.
5. \* Experience of working with statutory agencies.
6. \* Experience in prostate cancer research and a knowledge of the field.