

## Candidate Information

<b>Position:</b>	Project and Operations Manager, Faculty Office MHLS
<b>School/Department:</b>	Faculty Office MHLS
<b>Reference:</b>	23/110811
<b>Closing Date:</b>	Friday 28 April 2023
<b>Salary:</b>	£44,414- £54,421 per annum
<b>Anticipated Interview Date:</b>	Friday 12th and Monday 15th May 2023
<b>Duration:</b>	5 years

### JOB PURPOSE:

To provide specialist project management expertise to ensure successful delivery of the funded collaborative research programme between Queen's University Belfast (QUB), other academic institutions and Life and Health Sciences industry (to be called the Future Medicines Institute). The postholder will manage multiple project work streams and will work closely with key internal and external stakeholders including key personnel in the relevant advisory roles related to pre-competitive R&D activities. The postholder will be based in the Faculty of Medicine, Health and Life Sciences and will work with colleagues across the University, partner organisations, funder and external stakeholders collaboratively to deliver this pre-clinical project. Some travel between partner sites may be required.

### MAJOR DUTIES:

1. Contribute to the successful completion of the Future Medicines Institute by providing specialist project management expertise.
2. Develop and implement appropriately detailed project plans for the projects which fully encompasses the scope of the project/partnership, identifying key milestones, dependencies and resources required to ensure successful delivery.
3. Lead, monitor and drive progress against project plan milestones to ensure delivery of key targets and objectives on time, within budget and of a high standard/quality.
4. Support the recruitment of all academic, research, technical and professional support staff required to deliver FMI. Support the Director with HR matters, and line manage the FMI administrative team, including setting objectives and ensuring team members are proactively supported, managed and developed.
5. Proactively manage the project budget, including monitoring, controlling and reprofiling expenditure against the project budget overall and allocation of resources to various workstreams. Provide financial reports to project boards or other committees/managers as required.
6. Evaluate progress against the project plan; identify and, where appropriate, escalate emerging risks associated with the project, and develop and implement strategies to manage these. Assess and manage the impact of change requests or modifications to agreed project deliverables.
7. Manage any sub-project/workstream activities and dependent sub-groups to ensure that the project deliverables are successfully realised, also ensuring effective reporting between sub-groups and to/from the relevant Project Board.
8. Prepare and present appropriately detailed reports in relation to relevant workstreams and with regard to overall project performance and progress. Deliver briefings for internal and external stakeholders.
9. Build relationships with Project Leads, internal contributors and external partners to ensure effective communication and progress between meetings/visits etc. Manage and co-ordinate relevant internal and external project communication including production of reports and management information for managers, committees and appropriate publications.
10. Organise any visits and relevant events associated with the projects, working closely with colleagues across all the stakeholders.
11. Manage the communications strategies to support projects, working closely with colleagues within the Faculty and the University communications and marketing directorate.
12. Carry out any other duties as directed by the line manager, academic lead, or Director of Operations for the Faculty.

### ESSENTIAL CRITERIA:

1. Honours degree  
Or  
Substantial (7+ years) recent relevant Project Management experience in Life Health Sciences/industrial R&D environment
2. At least five years' relevant experience in a HEI/Life Health Sciences/ industrial R&D environment role to include:
  - oPlanning and delivering large scale complex projects on time and within budget.
  - oStakeholder/partner management and programme reporting.
  - oLeading multi-disciplinary teams and managing people.
  - oUsing formal project management techniques to deliver successful projects.
  - oFinancial management expertise.
3. Demonstrable evidence of positive negotiation and influencing skills.
4. Excellent interpersonal skills with the ability to communicate goals and engage and motivate others and achieve buy-in.
5. Well-developed planning and organisational capabilities with ability to prioritise a diverse workload, respond to changing priorities and work to tight deadlines.
6. Excellent IT skills, including confident and proficient use of the Microsoft Office suite.
7. Strong oral and written presentation skills with the ability to draft high quality reports and engaging presentation materials.
8. Proven ability to work independently with a high level of self-motivation whilst also having a team working ethos.
9. Excellent interpersonal skills with proven ability to build contacts and communicate effectively with internal and external stakeholders.
10. Ability to act as a role model and lead by example in accordance with the Core values of the University – Integrity, Connected, Ambition, Respect, Excellence.
11. Willing to work flexibly to meet the requirements of the post including travel within Northern Ireland and the United Kingdom if required.

**DESIRABLE CRITERIA:**

1. Degree or equivalent in Life and Health Sciences or education.
2. A professional project/programme management qualification at Practitioner level.
3. Experience in the effective use of project management software such as ProjectManager™ or similar.
4. Experience of compliance with the requirements associated with state aid funding.
5. Experience in the delivery of industry standard R&D activities or industrial R&D
6. Experience of committee management and/or progressing and delegating work through Committees/Working Groups.
7. Understanding and knowledge of the specific challenges in delivering projects with multiple partners.
8. Evidence of being able to utilise databases/bespoke systems.