



Candidate Information

Position:	Research Fellow (Project Manager-Scientific)
School/Department:	Patrick G Johnston Centre for Cancer Research
Reference:	23/111297
Closing Date:	Monday 16 October 2023
Salary:	£37,841 per annum
Anticipated Interview Date:	Week commencing 6 November 2023
Duration:	Availabale until 31 October 2024

JOB PURPOSE:

The post holder will provide scientific and administrative project management support to the colorectal cancer research group, <https://dunne-lab.com/> led by Dr Philip Dunne at Queen's University Belfast and will be responsible for maintaining collaborations with our partners across a number of funded research programmes. Our Belfast-based research group is primarily focused on identification of molecular signalling and morphological phenotypes that provide improved understanding of colorectal cancer. This group currently consists of 10 outstanding and diverse scientists from across a range of disciplines, working within a team that is committed to cultivating an environment where individuals feel supported and encouraged to thrive.

MAJOR DUTIES:

1. Contribute to the successful operation of the colorectal cancer research group by providing project management leadership.
2. Monitor and maintain progress of project plans to ensure delivery of the key milestones and deliverables.
3. Undertake day to day management activities associated with the relevant projects.
4. Assist in the preparation and submission of research progress reports, grant proposals and budget justifications.
5. Coordinate with research group members to gather necessary information for funding applications and scientific manuscripts.
6. Coordinate and monitor progress against action plans agreed by the collaborating investigators.
7. Assist with the management of the research budgets and approving purchases.
8. Help prepare and disseminate research from the colorectal group.
9. Diary management for group activities.
10. Responsibility for making travel arrangements when required for the PI and research group.
11. Carry out routine administrative tasks associated with the research project/s.
12. Carry out any other duties which are appropriate to the post.

ESSENTIAL CRITERIA:

1. * PhD in relevant area with preference for cancer discipline.
2. * Specific, relevant project management experience within a life/health science research environment.
3. * Relevant experience as a postdoctoral researcher in a life/health science research environment.
4. * Experience of planning and delivering scientific projects on time and within budget.
5. * Evidence of scientific publications.
6. * Experience with funding application processes in the academic or research sector.
7. Experience of financial management and report writing.
8. Experience of databases and software related to project management.
9. Ability to build contacts and participate in internal and external networks.
10. Excellent oral and communication skills.

DESIRABLE CRITERIA:

1. Masters in a scientific subject with preference for biomedical/biological discipline.
2. Scientific project management experience for a cancer research programme.
3. Willingness to travel locally and nationally.