

Candidate Information

Position:	Project Officer (iREACH Health)
School/Department:	Belfast Region City Deal
Reference:	24/111705
Closing Date:	Sunday 21 April 2024
Salary:	£37,841 - £45,148 per annum.
Anticipated Interview Date:	Wednesday 8 May 2024
Duration:	24 months

JOB PURPOSE:

The Belfast Region City Deal (BRCD) is a £1bn investment by the UK Government and NI Executive aimed at stimulating long-term economic growth. As part of this growth package Queen's is leading the establishment of iREACH Health.

iREACH Health is crucial to Northern Ireland, fulfilling its ambition to be a global leader in Life and Health Sciences in the next decade, by creating a patient-centred, pro-innovation and digitally enabled clinical research environment. A £62m integrated clinical research centre led by Queen's University Belfast, will open in 2026/27 on two sites beside Belfast City Hospital.

Reporting to the iREACH Health Delivery Lead, the post holder will support the design phase and setup of iREACH Health working with colleagues from schools, directorates, and external stakeholders collaboratively to coordinate project management and delivery strategies for iREACH Health.

MAJOR DUTIES:

1. Contribute to the successful development of iREACH Health by providing project management coordination.
2. Develop, monitor, and maintain progress of the Project plan 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 leads and stakeholders.
4. Update Project Gantt chart and monthly progress reports against key deliverables. Work with the Delivery lead and project managers to ensure issue, risk and change logs are maintained and actions progressed.
5. Service the governance structures for the Work Streams and prepare and present regular progress reports and committee papers for internal and external stakeholders.
6. Organise events associated with the Work Streams, working closely with colleagues across the University, HSC Trusts and PHA (Public Health Agency).
7. Help prepare and disseminate press releases or media briefings, working closely with the Project Board and City Deal PMO (Project Management Office) Communications team along with the University communications and marketing directorate.
8. Undertake any other project tasks associated with the development and design of iREACH Health.

ESSENTIAL CRITERIA:

1. Honours Degree in a relevant area. OR; At least 5 years' relevant Project Management experience within a life/health science research environment.
2. At least 3 years' relevant experience in a Project or Programme Manager/Coordinator role to include:
 - Planning and delivering projects on time and within budget.
 - Stakeholder/partner management and programme reporting.
 - Leading and managing a team.
 - Using formal project management techniques to deliver successful projects.
3. Advanced use of Microsoft Office, in particular Excel, spreadsheet design and usage.
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.