

## Candidate Information

<b>Position:</b>	Operations Manager, Future Medicines Institute (FMI)
<b>School/Department:</b>	Faculty Office MHLS
<b>Reference:</b>	24/112316
<b>Closing Date:</b>	Monday 6 January 2025
<b>Salary:</b>	£49,054 - £60,284 per annum
<b>Anticipated Interview Date:</b>	To be confirmed
<b>Duration:</b>	Available until 31 December 2029

### JOB PURPOSE:

The Future Medicines Institute (FMI) is a new industry-led research hub for Life and Health Sciences in Northern Ireland, hosted by Queen's University Belfast (QUB). A consortium of companies, along with both QUB and Ulster University, have developed a model to create this new translational research unit. The FMI will drive collaboration, cluster development and engagement, enhancing research and development opportunities for commercial and academic partners.

Reporting to the Institute Director, the Operations Manager will provide specialist project management expertise and administrative oversight to ensure successful delivery of the Institute's outputs: including budgetary management, reporting to the funders, people management, development of funding, and overall monitoring of a portfolio of workstreams. The postholder will work closely with the Institute Director and all stakeholders to manage the implementation of the FMI strategy and develop structures and processes to ensure that it meets its core objectives. They will also work closely with key internal and external stakeholders including key personnel in the relevant advisory roles in developing new industry partnerships and research opportunities. The Operations Manager will be a key point of contact for funding agencies, and responsible for developing and maintaining excellent relationships with the other partner institutions.

### MAJOR DUTIES:

1. Work with the Project Lead and FMI Director to develop and implement the overall operational strategy for the Institute, translating strategic goals into clear outcome-focused objectives, project management processes and procedures for the Institute.
2. Develop and implement best-practice frameworks that can be applied across a range of Institute projects to consistently: monitor project outputs, achievements, progress against milestones, deliverables, and manage budgets and partner contributions, manage change efficiently; and effectively manage project risks and opportunities.
3. Work as part of FMI management team to develop and implement appropriately detailed project plans for all projects identifying key milestones, dependencies and resources required to ensure successful delivery.
4. Monitor and drive progress against the project plan milestones to ensure delivery of key outputs and objectives on time, within budget and of a high standard/quality.
5. Take responsibility for the day-to-day financial administration and monitoring of the QUB accounts associated with the Institute, in line with QUB and UKRI procedures, and assist the Director to ensure that all reporting and financial requirements, including those of external funders, are met to the required standard and on time.
6. Prepare and present appropriately detailed, timely and accurate progress reports on the programme performance for the funders, in accordance with the terms and conditions of funding grants, and other internal and external stakeholders as required.
7. Develop and maintain positive, constructive and collaborative working relationships with all partners, internal and external stakeholders and act as the key point of contact for funding agencies.
8. Ensure effective communication strategies, structures and processes are in place with and between all key stakeholders within the Institute.
9. Facilitate the development and submission of future grant applications for the Institute.

10. Co-ordinate staff recruitment in line with relevant policies and procedures and the Personal Development processes for the Institute. Undertake line management responsibility for staff within the Institute.
11. Organise any visits and relevant events associated with FMI, working closely with colleagues across the Universities and funder, where appropriate.
12. Take a lead role in managing the Institute's physical infrastructure and facilities, including in the procurement and management of assets and consumables. Liaise with the QUB Procurement team to undertake required procurement in accordance with legislation.
13. Any other duties as may be reasonably assigned by the Project Lead and FMI Director.

**ESSENTIAL CRITERIA:**

1. Honours Degree and/or postgraduate or professional qualification in a scientific, technical or business subject area OR; significant relevant experience as outlined.
2. Recognised Project Management qualification.
3. Substantial, relevant experience in the management of large projects within a business or academic environment including:
  - Experience of working with funding bodies or government agencies.
  - Experience of developing and implementing project management processes and procedures.
  - Experience in preparation of board level papers and presentations.
  - Experience in management of and reporting on KPIs and project deliverables.
  - Experience of networking and building collaborative relationships with a wide range of internal and external stakeholders, including industry, government departments and agencies, and business and public bodies, to deliver, influence and impact organisational strategy.
4. Ability to manage and prioritise time in a dynamic environment.
5. Well-developed analytical skills and an ability to analyse complex information to inform decision making.
6. Ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
7. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
8. Good inter-personal skills & demonstrable intellectual ability.
9. Driving Licence.
10. Willingness to travel.

**DESIRABLE CRITERIA:**

1. Relevant post graduate qualification.
2. Experience in of working within life/health science research or industrial environment.
3. Substantial experience of working at a senior level in businesses or academia; and experience in the successful management of large-scale government funded projects.
4. A working knowledge and experience within a university, a research environment or experience in a knowledge transfer environment.
5. Experience in preparing relevant case study materials for publication and presentation.
6. Delivery of industry standard R&D activities or industrial R&D.
7. Understanding and knowledge of the specific challenges in delivering projects with multiple partners or at industry-academic interface.

**ADDITIONAL INFORMATION:**

This multi-million-pound investment in new research infrastructure and research personnel is the first of its kind in NI. The FMI will house over 50 QUB and partner staff and be located adjacent to the Patrick J Johnston Centre for Cancer Research, the Wellcome Wolfson Institute for Experimental Medicine and the School of Pharmacy at QUB. It will be funded by the Department for the Economy, Northern Ireland, for an initial 5 years, and managed as a UKRI Strengths in Places Fund project as part of the existing UKRI Strength in Places Fund programme. &#8239;&#8239;

The ambition is to grow and develop the FMI to achieve long term sustainability. It will work collaboratively with other regional investments such as our new clinical research facility iREACH, data science hub Momentum 1.0, the Centre for Digital Healthcare Technologies (CDHT) and the Artificial Intelligence Collaboration Centre (AICC). Collectively, these investments will transform the capabilities and competitiveness of the NI Life and Health Sciences sector here in NI, mapping and collaborating with other clusters in UK and Ireland.