



JOB DESCRIPTION

DATE:	June 2026
POSITION:	PS CR Project Manager (Engineering Projects)
BUSINESS UNIT:	Pharma Services
LOCATION:	Craigavon
REPORTING TO:	PS CR Engineering Manager (Engineering Projects)
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

The Engineering Projects Department provide technical engineering oversight and are responsible for the overall management and delivery of Almac Pharma Services' capital, engineering, and improvement projects.

The role of the Project Manager (Engineering Projects) is to drive assigned engineering projects from initiation through to completion. The Project Manager (Engineering Projects) works to ensure that assigned projects are delivered on time, to specification and within budget and with suitable engineering oversight.

The role will involve liaising with departments within both Almac Pharma Services and the wider Almac Group as required. Working with both suppliers and clients will also be a critical element. As such, stakeholder management and communication skills are vital within this position.

The projects will vary from equipment upgrades (software and hardware) to design and build of new pharmaceutical facilities. In order to be effective in the role there will be an expectation for the Project Manager (Engineering Projects) to bring relatable engineering and technical knowledge to aid in the delivery of a successful project.

JOB SPECIFIC RESPONSIBILITIES:

Project pre-approval tasks

- Work with the business to identify and develop engineering project opportunities that will deliver a benefit to Pharma Services.
- If required the post holder will assist Project Sponsors to generate the appropriate project approval paperwork to allow the project to progress for approval. This will include estimating tasks, resources and collating cost information.

Project approval & start-up

- Work with departmental heads to establish project teams and become the key point of contact that brings the group together.
- Ensure stakeholder needs and user requirement specifications for assigned projects are captured, documented and align with agreed scope.
- Develop project plans which identify tasks for lifecycle of the project.
- Track project costs against budget.

Project delivery

- Pro-actively deliver the project within scope, budget and timeframe.
- Build and maintain a collaborative team environment for each project.
- Work with the relevant departments and their respective managers to resolve competing demands for resources.
- Develop and manage regular effective communication updates.
- Monitor project progress making use of tools such as Microsoft Project.
- Foresee problems and work to eliminate / mitigate them.
- Escalate issues to the Engineering Manager (Engineering Projects) in a timely manner.
- Provide technical engineering support to aid design, documentation development and review as well as onsite support through factory acceptable and qualification activities.
- Use engineering skillset to find pro-active solutions to problems, better develop viable steps towards project completion.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the workplace.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:

PRINT NAME:

DATE:

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.



PERSON SPECIFICATION

	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Bachelor's degree (or equivalent) in a scientific, engineering, or related technical discipline. Or significant previous experience in a Project Management role or in the Pharmaceutical Industry.	Master's degree (or equivalent) in a related Scientific / Technical discipline. Qualification in Project Management e.g. Prince 2/PMP Project Management Certification.	Application Form and Documentary Evidence
EXPERIENCE	Experience in Project Management. Experience undertaking technical work/experiments which have involved problem solving. Experience of presenting approach to a project including summary of work undertaken, data generated and key findings. Interaction with internal and/or external customers. Managing site activities and coordinating multi-disciplinary teams.	Experience of working in Engineering roles and / or Engineering environments. Experience of clean room environments, HVAC and construction. Knowledge of cGMP and manufacturing processes of pharmaceutical products. Experience in the qualification of process equipment and experience of process validation. Experience undertaking technical work / experiments which have involved problem solving. Knowledge and application of Lean Manufacturing Principles.	Application Form and Interview

	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
KEY SKILLS	Proven ability to manage multiple tasks simultaneously whilst maintaining a high level of accuracy in all work carried out. Effective communication skills (verbal, written and presentation). Driven, pro-active and self-sufficient. Proficiency in the use of Microsoft Office packages (to include Word, Excel, PowerPoint and Project). Strong analytical and problem-solving skills.	Ability to prioritise work. Experience of working to aggressive timelines. Ability to identify and mitigate project risks. Leadership skills. Capable of drawing on engineering/technical experience. Good listener.	Application Form and Interview



ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview