JOB DESCRIPTION	
JOB DESCRIPTON CREATION DATE:	October 2026
POSITION:	Resource Management Analyst
BUSINESS UNIT:	Clinical Technologies
LOCATION:	Craigavon
REPORTING TO:	Resource Management Analyst Lead/ Operations Workflow and Process Manager
RESPONSIBLE FOR (PEOPLE):	NA

OVERALL ROLE OBJECTIVE:

To facilitate and oversee the resourcing of projects across Technical Solutions/Operations through information gathering and compilation to allow the Technical Solutions/Operations leadership group to have an accurate and timely global assessment of current work and future capacity.

This role will be responsible for ownership of the scheduling tool and assisting management in the decision-making process as well as generating reports for analysis, requiring independent judgment, the understanding and interpretation of SOP's WI of clinical trial processes and standards as well as the completion of a large number of tasks with minimal supervision.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Provides support by Resourcing/Scheduling of Project Work:
    a. Responsible for development and maintenance of the master schedule that allows for 'real time' accuracy.

    b. Facilitate and coordinate the scheduling of project work cross functionally.

    c. Communicate and partner with CPS to ensure project assignments are in line with delivery dates, staff capabilities and department projects/responsibilities.

    d. Provide assistance and guidance to Technical Solutions Management, Group Leaders, Technical Service Leaders and Line Staff in developing appropriate timelines based on resource availability.

    e. Work with Technical Solutions/Operations Management to maintain continuity of staff rolling on and off of projects in timely manner.

    f. Actively partner and maintain relationship with CPS/BD/Contracts to understand the pipeline of work and report on the predicted staffing issues and concerns with Management.

    g. Own Project Resourcing Tool and act as Subject Matter Expert on usage.

h. Communicate any issues, problems, or additional information to operational staff and recommend solutions.

i. Monitor and evaluate incoming project activity and report on progress and/or change to leadership.

j. Gather required data from cross-functional dept and serve as liaisons between technical and non-technical departments to evaluate complexity, delivery dates and resourcing of the studies

k. Ensure resources are in place to allow projects to be completed on schedule.

l. Keep leadership informed of key issues that may impact project completion, or other results.

2. Developing and delivering of analysis and reporting of Project Work:
   a. Analyze current resourcing process and identify gaps; Establish and institute new processes to ensure continual efficiencies are achieved.

   b. Create weekly/daily reports to ensure resourcing accuracy is in line with project changes as they occur.

   c. Develop all necessary scheduling reports and metrics to present the data in a timely and consistent manner.

   d. Review the reports and schedule variances with Technical Solutions/Operations Management.

   e. Prepare monthly charts for Departmental Management review.

   f. Required to perform analysis to determine alternative courses of action or recovery on slipped schedules and or work that goes on hold. (i.e., evaluate the critical path).

   g. Adjust schedules as needed to meet unforeseen conditions

   h. Analyze sales forecasts and capacity data, and perform mathematical calculations to help determine/forecast staff resource requirements.

   i. Coordinate with all departments, starting with Technical Solutions/Operations, to track milestone progress and enter into the schedule.

   j. Confer with department supervisors to determine status of assigned projects.

   k. Prepare production reports.

3. Any other duties deemed suitable by line management.

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 work place.
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

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Third level qualification	BA Hons Degree (or equivalent)	Application Form and Documentary Evidence
EXPERIENCE	Previous work experience in Pharmaceutical/Clinical Trials or software/customer service support settings. Relevant work experience, in an administrative customer service, software or clinical trial support role.	Previous experience of using project management resourcing software	Application Form and Interview
KEY SKILLS	Strong communication skills (written and verbal) Ability to communicate up and down to Sr. Management and line staff Thorough working knowledge of MS Office 2010 specifically Excel and Word MS Office Suite (Excel, PowerPoint, Word, Visio)		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