



JOB DESCRIPTION

DATE:	March 2022
POSITION:	Project Manager
BUSINESS UNIT:	Almac Clinical Technologies
LOCATION:	Craigavon
REPORTING TO:	Group Leader
RESPONSIBLE FOR (PEOPLE):	None

OVERALL ROLE OBJECTIVE:

1. The Project Manager oversees and manages activities related to IXRS projects during the pre and post live phases with primary responsibilities for managing scope, budget, quality, timelines, project deliverables and client relationship.
2. The Project Manager works with other members of the Almac team to deliver products and services.
3. The Project Manager- is assigned an internal levelling identifier (Level I through Level IV) pursuant to their grasp of the appropriate job functions and skills, experience level and their breadth of responsibility

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1 MEETS DEPARTMENT, COMPANY AND PROJECT GOALS BY ACCOMPLISHING THE FOLLOWING RESPONSIBILITIES:

1. Managing: establishes and coordinates activities using Almac's established processes and procedures (SDLC). Coordinates the completion and closeout of identified deliverables. Interfaces and coordinates with project team members and stakeholders.
2. Project Scope: Initiates and manages conversations about scope during requirements gathering and maintenance. Identifies any trends in project support which are out of scope. Manages Change Control process and raises CCFs as applicable.
3. Planning: Identifies and manages project tasks, dependencies and critical path and documents this on a project plan/schedule. Develops and drives project schedule to ensure timelines are met with input from the project team.
4. Project control: conduct routine project reviews which compares actual project status to plan. When deviation occurs, the Project Manager establishes and implements corrective action.
5. Risk: Responsible for identifying, mitigating and managing risk via documented plan.
6. Problem Resolution: Ensures project support team resolves issues arising during the maintenance phase of an IXRS project in a timely manner. Collaborates with System Management during maintenance phase to

understand and resolve any issues causing unexpected volume or types of technical support inquiries.

7. Project Deliverable Management: Ensure timely delivery and completion of project deliverables over the life of an IXRS project.

8. Communication: Interact effectively with different functional areas within Almac as well as with the external client, sponsor and/or vendor

SUPPORTS ADMINISTRATIVE GOALS BY:

1. Delivering a high level of service and quality
2. Ensuring effective time management
3. Follow compliance to administrative and regulatory requirements
4. Maintaining thorough and appropriate documentation
5. Attending company and staff meetings

PROMOTES TEAMWORK BY:

1. Acting as a member of a cooperative team towards a shared business objective
2. Adhering to company and department policies
3. Partnering with staff where additional clinical/project management/functional expertise is needed to complete the task at hand

MAINTAINS QUALITY SERVICE BY FOLLOWING ORGANIZATION SOPs, WI'S AND STANDARDS

ATTENDS AND PARTICIPATES IN REQUIRED TRAININGS AND ELEARNING COURSES.

COMPLETES OTHER DUTIES AS ASSIGNED BY MANAGEMENT.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GXP 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	<p>3 A levels or equivalent (Grade A-E)</p> <p>OR</p> <p>Significant relevant experience working in Clinical Technologies</p>	<p>Bachelor's degree (or equivalent) strongly preferred</p>	<p>Application Form and Documentary Evidence</p>
EXPERIENCE	<p>Significant experience managing multiple projects and/or project related tasks simultaneously.</p>	<p>Experience implementing and supporting software using defined methodology</p> <p>Supply chain management experience</p> <p>General experience within the pharmaceutical industry or other regulated environment</p>	<p>Application Form and Interview</p>
KEY SKILLS	<p>Demonstrable experience of leading or working within a multi-disciplinary team.</p>	<p>Risk and Budget management experience</p>	<p>Interview</p>

	<p>Ability to be detail-oriented with an emphasis on accuracy and timely delivery of quality technical projects.</p> <p>Demonstrable experience in managing client expectations and relationships</p> <p>Demonstrable experience of leading and managing project team member activities across varying disciplines, locations and/or timezones, with a strong commitment to fostering and promoting team-work</p> <p>Exceptional communication skills (written, oral and presentational) to a variety of audiences</p>		
	<p>Proficient at problem solving, negotiation and interpersonal skills</p>		<p>Interview</p>



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