

Project Manager – Job Description

Role Purpose:

CPI handles many projects of varying scale and scope, both commercial and public funded. The Project Manager will be required to take overall responsibility for a number of internal and external (client) of varying complexity projects. As the Project Manager, you will be required to deliver these projects successfully to meet the time, quality, and cost targets, realising measurable benefits and thereby ensuring satisfied customers and providing a foundation for repeat business.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.

Projects

- To manage and deliver projects according to the agreed asset and resource plans, contracted deliverables, and the agreed scope.
- To oversee the management of activities of the project delivery teams, supporting technical leads to ensure clear roles, responsibilities and objectives are defined, planned and represent the customer ensuring deliverables are being completed to defined expectations (within the base-lined cost and time plan), first time to successfully deliver the contracted scope.
- To maintain frequent and detailed communication with all members of the team to always ensure clarity.
- To manage deviations from plans with customers and CPI delivery teams without unduly affecting the stated objectives and benefits and maintain clarity.
- To proactively manage foreseen project risks and mitigate issues as they arise, implementing corrective actions.
- To take on Project Support tasks, as and when necessary.
- To motivate the project team and provide direction.
- To execute the project lessons learnt process to maximise learning from all projects during and after the execution, carrying out an internal review with the delivery team and actively seeking feedback from the customer; implement any corrective actions to ensure continuous improvement. Seek repeat business from customers as part of the closure and review process.
- To manage project administration tasks. Create and maintain the project stage document.
- To undertake any other project management duties as required.

Customer

- To manage and develop customer/partner relationships from project authorisation and initiation through to project closure acting as the primary point of contact and ensuring regular communication and reporting of project progress versus the delivery contract.

Project Manager – Job Description

- To raise, manage, and record variations and updating the business case to support continued business justification for the project providing quotes for requested variations. To raise invoices promptly upon achievement of milestones and deliverables and confirming payment.
- To act as assurance for all reporting to the customer to ensure consistency and high quality.

Finance, reporting, and business support

- To manage the financial performance of projects, utilising regular financial reports to monitor actual spending versus the quotation and forecast; Resolve spending anomalies and identify corrective actions to maintain profitability.
- To contribute to the operation of the Project and Business Management teams, supporting the continuous development and improvement of project management processes.
- To support business development activities such as bid writing, contract agreement, and customer visits.
- To proactively support line management and the rest of the management team in the execution of their responsibilities.
- To provide regular and timely reporting of project progress to the project sponsors and stakeholders.
- To provide accurate input into the reviews established by the line management to ensure the successful operation of the Business.
- To comply with CPI procedures, including all safety and ISO9000 requirements.

Special Features:

- Projects within CPI encompass a broad range of process technologies and novel measurement and analytical techniques and this is reflected in the diversity of customers and their expertise. It is favourable for the job holder to be knowledgeable across one or more of these range of technologies in order to engage with the customers at the correct level and to develop strong business relationships.
- An understanding of the process, measurement science and/or NPI development and how various factors influence the structure, duration, and delivery of projects together with the associated risk factors and the challenges facing the delivery teams.
- A good appreciation of commercial aspects is required to usefully contribute to project scope definition and control, quoting, contract agreements and change control.
- Excellent interpersonal and communication skills are essential for the job holder to establish a good rapport with customers from an early stage and to develop a strong and constructive relationship with the delivery team.
- Resilience is required during the pressures of project delivery and in such cases as conflicting priorities or where customer satisfaction is proving difficult.
- The compliant delivery of public funded projects and the financial management of projects requires thorough reporting and attention to detail and the job holder must also maintain a detailed understanding of each project's requirements.

Project Manager – Job Description

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to Degree level (or equivalent) in an Engineering/Science or Business-related subject with relevant experience. Or Has significant experience within a project management role and understands the fundamentals of project management.	Project Management Qualification.

Project Manager – Job Description

Competencies and behaviours	
<p>Leadership (Enabling)</p> <ul style="list-style-type: none"> Builds and leads groups, communicates a compelling and inspired vision and sense of core purpose to deliver the incredible, by arriving at an agreed schedule of work for a project, including agreed success criteria. Demonstrates commitment to common goals, integrity and trust in all dealings with colleagues and customers. 	<p>Decision Making (Influencing)</p> <ul style="list-style-type: none"> Confidently draws reliable conclusions from diverse and sometimes incomplete data. Proactively sources and refers to how others have tackled similar problems previously. Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits. Thinks ahead, ensuring that the potential of teams and projects are unlocked and making future focused decisions.
<p>Communication (Influencing)</p> <ul style="list-style-type: none"> Comfortably employs a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations. Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment. 	<p>Developing self and others (Enabling)</p> <ul style="list-style-type: none"> Supports others in their development. Is personally committed to, and actively seeks, opportunities to improve continuously. Is comfortable learning from the experiences of others and recognises the differing strengths of team members. Provides honest helpful feedback to others on their performance. Insightful about self, strengths, and limitations, and how to maximise contribution.
<p>Collaboration (Influencing)</p> <ul style="list-style-type: none"> Blends people into teams, leveraging the use of talents available from any part of the organisation that result in the most innovative solution. Fosters a sense of energy, ownership, and personal commitment to collaborative work, ensuring that diverse people are able to collaborate openly and honestly as one team even with differing views and perspectives. 	<p>Delivery (Influencing)</p> <ul style="list-style-type: none"> Prepares and maintains schedules for activities and events for projects. Delegates responsibilities for tasks and decisions to the appropriate staff; sets SMART objectives and monitors progress, fostering an atmosphere of purposeful empowerment in order to allow teams to function efficiently. Researches capabilities and constraints, in advance of a project,

Project Manager – Job Description

- Understands the priorities and deeper needs of different stakeholders groups, being sensitive to different experiences.
- Supports and enables people to work together to meet objectives.

which could affect its approach and outcomes.

- Holds people accountable for achieving results.

Knowledge and Experience:

Essential:	Desirable:
<p>Track record in: -</p> <ul style="list-style-type: none"> • Establishing good relationships across all functions and at all levels within the organisation. • On time delivery of technical, multi-disciplinary projects. • Controlling multiple concurrent projects • Management of single projects in excess of £100K and adept in financial and project process. E.g., managing project budgets, cost control and forecasting utilising labour and material resourcing. • Managing and exceeding customer expectations. • Understands project management process. <p>The jobholder will be able to demonstrate a technical background with experience of managing multiple project-based activities.</p> <p>Be adept at managing and mitigating risk and have prior knowledge of project management best practice.</p> <p>Managed projects using Microsoft Project. Good people management, a team player and pro-active with a “can-do” attitude are essential to deliver the job fully.</p>	<p>The management of projects within a highly dynamic innovation R&D environment business.</p> <p>Experience managing collaborative R&D grant funded projects.</p> <p>It is desirable but not essential that the jobholder has experience of developing and implementing projects in both the commercial and public environment.</p> <p>Experience of the requirements and reporting needs of public and private projects will be an advantage.</p>

Project Manager – Job Description

Financially adept; understand the concepts of budget control and is experienced in financial reporting (cost of sales, revenue, etc.) and is versed in using Microsoft Excel and PowerPoint to communicate.

Signature of Job Holder

**Printed
name**

Signature

Date