1. Job Details

Job title: EuroStemCell Project Manager

School/Support Department: School of Biological Sciences

Unit (if applicable): Institute for Stem Cell Research

Line manager: EuroStemCell Project Coordinator

2. Job Purpose
To manage the complex Framework VI Integrated EuroStemCell Project under direction from the Coordinator, Professor Austin Smith, and Board of Directors. The Project Manager’s particular area of responsibility is the day to day integration of the efforts of the contracting organisations and participating investigators in a dynamic and effective way to enable completion of the project to the full satisfaction of the European Commission.

3. Main Responsibilities

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<th>Approx. % of time</th>
<th>Activity</th>
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<td>1. Monitoring the progress of all aspects of the project including identification of developing patterns of findings, tracking timescale of completion of deliverables to the Commission, and monitoring consumption of resource required (costs and time).</td>
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<td>2. Assisting the Coordinator in assessing and revising the project work plan in conjunction with the Board of Directors, and in communicating project progress to the Commission on a regular basis.</td>
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<td>3. Representing the Coordinator as the operational link between the Commission and the participants for all aspects of the project, and acting as the intermediary between the Board of Directors and other teams within EuroStemCell, and with outside groups.</td>
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<td>4. Supporting the Coordinator, Board of Directors and Project Steering Committee meetings through arranging meetings, defining agendas, acting as secretary, raising key issues and facilitating decision-making.</td>
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<td>5. Assisting the Networking Director and Training Director in implementing their programmes, in particular in organisation and financial administration of meetings.</td>
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<td>6. Overseeing the work of the financial administrator in managing the budget and finance cash flow.</td>
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<td>7. Providing all necessary information to the Coordinator and Board of</td>
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Directors to enable the Commission feedback process to occur appropriately and on agreed timescale.

4. Planning and Organising
This post involves a considerable element of mid/long-term planning over the period of the project e.g.:
- maintaining a project file of all information supplied to or from the Commission.
- ensuring in conjunction with the Coordinator that the project continues to meet the needs of the Commission.
- ensuring that tasks are accomplished on time
- tracking timesheet reports for assigned project and analysing management of time.
- identifying changes during the progress of the project and notifying the Commission as necessary.
- monitoring participants’ adherence to the Consortium Agreement, providing guidance and instruction as required.
- ensuring all reports and proposals are prepared and delivered as required.
- monitoring regulatory compliance and ethical performance across the Project in liaison with the Ethics Advisory Panel where appropriate.
- ensuring that all project participants provide and receive regular updates on project progress and timely updates on any project changes.
- reporting any critical updates to the Commission immediately.

5. Problem Solving
Examples of problems the post-holder will have to solve include:
- Ensuring that overall the project remains within budget.
- resolving conflict between project members or groups
- ensuring deliverables are achieved on time, within budget and to agreed standards.

6. Decision Making
Examples of decisions the post-holder will take include:
- raising resource issues with operational management in time for appropriate remedial action.
- managing any and all supporting requirements, i.e. predicted, planned and tracked including approvals and licences.
- identifying potential direct and reimbursable charges assigned to the project and ensures they are processed appropriately (e.g. accurate, relevant and invoiced as appropriate). ensuring accurate audit reports are provided by all participants.

7. Key Contacts/Relationships
The post-holder’s key contacts are:
In the School: staff in ISCR

External contacts: European commission; research teams participating in the project

8. Knowledge, Skills and Experience Needed for the Job
The following are required:
- Life sciences or pharmaceutica1 or related degree
- Post-graduate research experience
SBSESC01
EuroStemCell Project Manager

• Strong scientific/technical knowledge, combined with commercial/business acumen.
• Strong verbal and written communications skills to ensure unambiguous and comprehensive understanding of discussions, decisions and issues.
• Ability to maintain larger picture without losing sight of the details and to translate scientific vision into project tasks necessary to achieve that vision.
• Management skills and experience, including general knowledge of finance and accounting practices, candidates would be expected to have:
  • Leadership and interpersonal skills including the ability to build strong relationships with Commission officers for regular two way feedback; build, lead and mentor teams; negotiate effectively; make effective presentations (written and oral); analyse and solve problems; facilitate resolution of conflict
  • Ability to comprehend and appreciate Project Team members' jobs and roles to ensure individual and team contributions are maximised.
• Appreciation of academic culture
• Knowledge of bioindustry and SMEs

9. Dimensions
• Direct reports: 2
• Indirect reports: 14
  • The Project involves 27 high quality independent research teams in 14 different institutions from 8 European countries.
  • The project will run for 4 years, and is funded by the European Commission at 11.9 million Euros.
  • The overarching objective is to establish foundations for future clinical trials of stem cell therapies based on knowledge and understanding of the fundamental properties of stem cells.

10. Job Context and any other relevant information