

Job Description

Job Title: Senior Project Manager

Reporting to: Head of Operations

Location: Gunnels Wood Road, Stevenage, Herts, SG1 2FX

The Cell and Gene Therapy Catapult (CGT Catapult) is an independent innovation and technology organisation committed to the advancement of cell and gene therapies with a vision of a thriving industry delivering life changing advanced therapies to the world. Its aim is to create powerful collaborations which overcome challenges to the advancement of the sector.

With over 400 experts covering all aspects of advanced therapies, it applies its unique capabilities and assets, collaborates with academia, industry and healthcare providers to develop new technology and innovation.

The Cell and Gene Therapy Catapult works with Innovate UK.

Purpose of Role:

The purpose of this role is to lead the Project Management team at the CGT Catapult Stevenage Manufacturing Innovation Centre (S-MIC), driving consistent and effective use of project management tools and standards, and ensuring clear project governance and escalation routes are in use and effective for all projects managed by the team. Additionally, the Senior Project Manager will provide direction to the team, be responsible for developing the team's capabilities, and ensure that resources are deployed appropriately to meet the needs of the business.

In this Collaborator facing role, the Senior Project Manager is central to the building, managing, and maintaining CGT Catapult's relationships with our Collaborators throughout the onboarding process and for the duration of the collaboration. In addition to this, the Senior Project Manager will manage multiple complex site-based projects/programmes contributing to the continuous growth of the CGT Catapult S-MIC and the cell and gene therapy cluster in Stevenage.

The Senior Project Manager will have strong organisational and influencing skills and build robust relationships with peers across the CGT Catapult S-MIC as well as with the wider CGT Catapult network (e.g. Business Development (BD), Project Management Office (PMO), IT etc.). In particular, the Senior Project Manager will work with the PMO team to ensure Project Management best practices are shared, adopted and applied consistently to ensure projects managed by themselves and their team are delivered to agreed timelines and budgets, and with the BD team to support potential new collaborations, including visits, costings, negotiations etc.

Key Accountabilities:

- Lead and provide clear and effective project governance to a team of Project Managers who manage CGT Catapult Collaborator projects and relationships.
- Ensure effective and consistent project management in accordance with the CGT Catapult project management standards by using the PMO.
- Ensure a high standard of reporting across all projects so that issues and risks are promptly escalated such that they can be addressed effectively by stakeholders.
- Take ownership of the Collaborator on-boarding process ensuring that all on-boarding projects are managed compliantly and in accordance with project management best practice.
- Work closely with CGT Catapult's Collaborators during the on-boarding process, moving Collaborators into the CGT Catapult S-MIC in an efficient and effective manner ensuring that both the Collaborators and CGT Catapult's expectations are achieved in terms of budget, quality and timelines.
- Work closely with and manage the day to day relationship with Collaborators once on-boarded into the CGT Catapult S-MIC.
- Liaise with the Collaborators and CGT Catapult S-MIC teams to ensure the efficient, effective and compliant coordination of all activities in operational areas and that service requirements are met.
- Work closely with the BD team to ensure that Activity Input Agreements (AIA) are appropriately costed, approved in a timely manner, and efficiently executed.
- Facilitate the lifecycle management of Collaborator organisations coming into and leaving the CGT Catapult S-MIC and ensure that their experience is professionally managed and mutually beneficial to all.
- Provide support to the BD team, including activities such as hosting potential Collaborator visits/meetings, preparing costings and assisting with negotiations and writing contracts.
- Act as the first point of contact between the Collaborators, and report highlights/issues/risks to the CGT Catapult senior management team as required.
- At a point when a Collaborator contract ends or is terminated, to effectively, efficiently, and sensitively manage the offboarding process for the Collaborator to leave the CGT Catapult S-MIC, ensuring minimal impact on the other Collaborator organisations and CGT Catapult.
- Manage non-Collaborator projects in an efficient and effective manner through the lifecycle of the project, ensuring that all project objectives and business benefits are delivered on time, in full and to budget.
- Promote the development and sharing of best practice with peer groups across the CGT Catapult community (e.g. Braintree and London Project Management teams).
- Manage quality records effectively, adhering to internal standards for investigation management and closure.

- Manage the Project Management team resources efficiently and proactively, to meet business needs.
- Manage recruitment, selection, training & development, appraisals, and performance management processes in line with CGT Catapult policy for the Project Management team.
- Serve as out of hours on-call duty manager on a rotational basis.

Experience:

- Extensive and proven experience of project management within the biologics contract manufacturing or similar industry is essential.
- Scientific background, with proven experience of working within a pharmaceutical GMP environment, preferably in cell and gene therapy manufacturing.
- Experience of managing customer relationships within a clinical or commercial environment.
- Proven experience of simultaneously managing and delivering multiple projects of differing size, complexity and duration.

Knowledge / Skills / Competencies:

- Demonstrated knowledge of the principles and concepts that underpin project management (e.g. Prince 2) with ability to drive adherence to these principles and standards within the team.
- Proven ability to consistently drive and deliver projects on time, in full, to agreed standards and to budget.
- Proven ability to lead, motivate, and to develop teams, whilst acting as a role model for others.
- Resilient, with the ability to manage multiple and varied tasks and prioritise workload within a fast-paced professional environment, with a strong attention to detail.
- Highly motivated, pragmatic and practical to support the mission of the Cell Therapy Catapult to accelerate the development of a commercial cell and gene therapy based industry in the UK.
- Desire to establish a high profile career within the cell and gene sector and the personal drive to help push the sector to be a commercial success.
- Excellent interpersonal, written and verbal communication skills.
- Ability to work independently and to be able to take the initiative when completing tasks.
- Project ownership and pride in its delivery.
- Ability to respond flexibly to project needs and priorities.
- Excellent people skills with the ability to interact with a wide range of customers and build strong relationships with key stakeholders (senior management, Collaborators, peer group).
- Ability to quickly establish credibility and build rapport and trust.
- Proven ability to engage constructively with colleagues at all levels across different departments to deliver objectives and to respond to a wide range of customer and management needs.

- Strong influencing and leadership skills.
- An excellent team player with a hands-on approach.
- Ability to look critically at own and others work practices and procedures and identifying and implementing suitable and appropriate improvements.
- Able to evaluate complex situations and find solutions for them in a professional manner.
- Keeps up to date with professional knowledge, expertise and best practice.
- Flexibility towards work assignments and new learning.
- Comfortable operating autonomously.
- Willingness to travel.

Education / Qualifications:

- Educated to a degree level in a relevant biological, engineering or commercial discipline.
- Formal project management qualification e.g. Prince 2 or Agile.