

# Job Description



**Title:** Project Manager, Product Development  
**Department:** Operations  
**Reports to:** Chief Operating Officer  
**Date Prepared:** October 2021

## Broad Function

To coordinate a cross-functional team focused on clinical-stage product development for Areacor's enhanced insulin programs, to achieve project goals on time and within budget. The Project Manager, Product Development will be responsible for a range of day-to-day project management activities with internal project teams and external grant funding bodies, including contract and budget management and risk management.

## Principal Responsibilities:

- Work with the leadership team to agree integrated project plans and timelines to meet corporate objectives; maintain and monitor milestones and timelines for the projects.
- Coordinate a cross-functional project team of clinical, regulatory, quality, CMC and product development colleagues.
- Day-to-day oversight of the project team, including organising and running weekly project team meetings and collating agreed actions.
- Manage project activities with a focus on minimising risk across multiple activities, monitoring budgets and ensuring successful execution of deliverables and completion of projects on time.
- Create status reports for leadership team.
- Liaise with external grant funding bodies to provide regular updates on project progress and spend against grant awards.
- Identify and resolve project issues and agree and implement improvement plans with stakeholders to ensure projects stays on schedule and within budget.
- Coach, mentor, and manage project teams to ensure quality, efficiency and compliance with project and company standards/policies.
- Carry out other reasonable tasks as required by the line manager.

*The above duties and responsibilities are not an exhaustive list and you may be required to undertake any other reasonable duties compatible with your experience and competencies. This description may be varied from time to time to reflect changing business requirements.*

## Principal Relationships

- Accountable to line manager.
- Liaise with internal personnel at all levels of the business as required.
- Liaise with external third parties e.g., grant funding bodies, as required.

## Education & Experience

- A BSc, MSc or PhD in Life Sciences or equivalent in Chemistry, Pharmaceutical Science, Biochemistry, Biology or a related field.
- Project Management (PM) certification preferred.
- Project management experience within the pharmaceutical industry, managing a cross-functional team.
- In-depth understanding of the drug development process, through manufacturing to regulatory approval.
- Proven ability to work with internal stakeholders and to manage complex projects against budgets and to timelines.
- Good understanding of risk management processes.
- Grant and, or contract management experience beneficial.

## Skills & Attributes

- Excellent people and team-working skills:
  - Ability to influence, motivate, and collaborate with others.
  - Shows empathy and perception, ability to understand broader implications of decisions and actions on others.
  - Understands team dynamics and looks for ways to construct the most effective team structure/working practices.
- Ability to identify and resolve problems/issues to avoid delays to the project:
  - Shares critical information in a timely fashion.
- Actively seeks solutions and improvement to prevent problems and makes recommendations.
- Ability to adapt to change; identifies changing priorities/risks and re-evaluates work and resources accordingly.
- Excellent communication skills, both oral and written; adapts communication style and method to ensure information is presented appropriately for the audience.
- IT skills: proficient with Microsoft Office 365, in particular Teams, Project and Planner.