

**Project Manager**  
**Full Time - Monday to Friday – Milton Keynes**  
**Salary £40,000**

**Summary**

The post holder will act as a project manager for individual UK Biocentre projects and will be responsible for ensuring that each project (within their portfolio) produces the required deliverables within the specified constraints of time, cost and to the pre-defined quality standards of UK Biocentre. The post holder will be tasked with an on-going portfolio of projects that will vary in nature, range of scale and complexity. The role will suit an enthusiastic and self-motivated individual with proven project management experience comfortable working across the full project lifecycle. Although UK Biocentre operates in the life science field, we are primarily looking to recruit an individual with demonstrated excellence in project management rather than a formal scientific background. This role may potentially suit a person with previous project management experience in any engineering, manufacturing or logistics based discipline within any industry sector.

**The Organisation**

UK Biocentre (<http://www.ukbiocentre.com/>) is a wholly owned trading subsidiary of UK Biobank and an established service provider in the field of biomedical research, offering researchers a centre of excellence to support all aspects of sample collection, processing, archiving and analysis in clinical studies. UK Biocentre operates from a large-scale Biorepository facility in Milton Keynes with back-up facilities in Oxford. The Milton Keynes site represents a state of the art facility for the processing, storage and analysis of biological samples.

UK Biocentre has been expanding the range of services offered and its customer base. Service offerings include ultra-low temperature automated biological sample storage, sample preparation and processing as well as a range of analytical laboratory services including DNA extraction, quantification and normalisation. UK Biocentre operates to the ISO quality standard ISO-9001:2015.

**To succeed in this role you will need to have the following skills, traits and knowledge gained from working in a project management environment:**

**Essential:**

1. Proven success of project planning, implementation and management gained from using recognised project management methodology.
2. Minimum of 3 years or more managing equivalent dimensioned projects.
3. Previous demonstrable experience to deliver large projects in line with the budget, quality as well as financial awareness and forecasting.
4. Reporting writing skills.
5. Experience of managing logistics of a project.
6. Experience of Project Management software tools (MS Project etc).
7. Ability to work collaboratively and establish cohesive working relationships with colleagues, suppliers and stakeholders on all levels.
8. Must be an excellent communicator; both spoken and written.
9. Demonstrate excellent IT skills and literacy
10. Must demonstrate excellent organisational skills and can work under pressure and prioritise tasks.
11. Must be able to develop and demonstrate the full project lifecycle by implementing standard operating processes and procedures.
12. Be attentive to details and methodical in approach to work.
13. Managerial experience, with the ability to people manage and achieve the objectives of a project.
14. Can manage and control change and identify risks.
15. Be educated to a relevant degree level.

**Desirable Skills**

1. Full clean UK driving license preferred.
2. Project Management Qualification
3. Previous management experience of large clinical studies and associated sample processing and logistics or life sciences industry in general.

This is an exciting opportunity, to apply for this position, please send a covering letter and CV to [recruitment@ukbiocentre.com](mailto:recruitment@ukbiocentre.com) before the closing date of **17.00hrs** on **Friday 2nd November 2018**.