



## Operational Project Manager

<b>Job title:</b> Operational Project Manager	<b>Reports to:</b> Head of Operations
<b>Date:</b> June 2022	<b>Location:</b> Pencoed, Bridgend

### Role Summary

Reporting to the Head of Operations, the Operational Project Manager will be a key member of the CMC / Operations team responsible for leading project teams both within ReNeuron and with ReNeuron's external suppliers, vendors, collaborators, and partner organisations, including Contract Development and Manufacturing Organisations (CDMOs), material management and storage providers, and supply chain logistics / courier vendors.

The role will involve working across departments at ReNeuron, in particular, CMC / Operations, Research, Quality, Clinical Operations and Finance.

### Responsibilities

- To be the primary point of contact with external supply chain logistics and courier companies for the supply / delivery of ReNeuron's cell banks, candidate products and / or R&D samples to / from collaborator and partner organisations, ensuring adequate chain of custody traceability and on-time in full delivery.
- To be the primary point of contact with external material management and cell bank storage providers (including GMP storage providers), ensuring that ReNeuron's assets are adequately stored and managed.
- To be the primary point of contact with strategic partner organisations including out-license partners and CDMOs, building effective relationships to ensure excellent communication and interactions between project teams and to ensure projects meet the requirements of both internal and external stakeholders.
- To ensure the required contracts and agreements are in place between ReNeuron and external parties covering the scope of work for the project activities.
- To lead the day-to-day project team interactions and management of CMC / Operations projects, including Technology Transfer projects to partnering organisations, driving delivery of project activities / outputs to the required scope, quality, timescale and budget.
- To define and develop integrated project plans to map the activities required to deliver the defined project scope, and monitor progression of project activities to targeted timelines.
- To identify critical path activities to ensure delivery of projects to defined milestones.
- To arrange and organise project meetings and agendas for the CMC / Operations project team meetings, with minutes and action trackers written and circulated in a timely fashion.
- To monitor, manage, report and communicate project issues and risks.
- To establish and maintain effective project change control governance.
- To effectively report and communicate project status to internal and external stakeholders.
- To input into the development of CMC / Operations budgets.

- To raise purchase orders and undertake invoice review in an accurate and timely manner, and in accordance with ReNeuron's procurement to pay process to ensure good budgetary control.

### Health and Safety

- You are responsible for familiarizing yourself with the Company H&S policies and procedures ensuring that all rules and regulations are followed within your areas of work to ensure a safe working environment.
- You must highlight with your line manager any difficulties or misunderstanding or deficiencies in any SOP's, work plans etc. that may give rise to a workplace risk
- You must ensure that all hazards, incidents and accidents are reported to your line manager.

### The Person

- Degree or equivalent, in a biological science or related technological field.
- Strong background in project management and delivery is required, obtained through relevant project management training or experience.
- Minimum of 5 years of industry related experience required.
- Proven ability to build large cross-functional project teams with both internal and external members.
- An understanding of the drug development process, CMC and biologics is required.
- An understanding of material management and logistics is required.
- A clear thinker with an ability to establish plans and processes which lead to effective project progression and delivery is essential.
- An experienced and confident internal and external team leader.
- A motivated individual committed to being an integral team player.
- A capable and confident presenter and both oral / written communicator.
- Highly organised, self-driven and delivery focused.
- Ability to gain consensus opinion and coordinate teams.
- Ability to multi-task and function effectively in fast moving environment.
- Good attention to detail.
- High Proficiency in MS Office: Word, Excel, PowerPoint, Project.
- Experience with good documentation and practices in a regulated environment is preferred (e.g. GMP, GLP, GDP)

### Additional information

- The role may require up to 20% travel, UK & international travel to third parties is expected.
- The role may require flexible working / occasional out of UK office hours to support critical project activities.

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<b>Revised:</b> NA	<b>Date:</b> NA