

## **Job Description – Preclinical Project Manager (Permanent)**

### **Level: Associate Director/Director**

OxStem (Oxford, UK) is seeking an experienced Preclinical Project Manager to plan, coordinate and track progress of its drug discovery projects across the company's portfolio. This important role will directly report to the CSO and involve working with senior staff and key collaborators within the University of Oxford contributing to the achievement of OxStem's high-level goals and near-term objectives. Managing externalised R&D contracts and relationships with CROs will also be a significant component of this role.

Subject to completion of a probation period, the role will be permanent and based in Oxford, UK

#### **Key Responsibilities & Accountabilities**

- Plan OxStem's drug discovery projects following best practices applied within pharmaceutical R&D in close collaboration with the CSO and other key stakeholders
- Propose and implement standard operating procedures for project management within OxStem: Create and manage a central PM resource
- Communicate project information and priorities within OxStem and with key collaborators
- Monitor and drive project progress and where necessary propose appropriate changes to ensure project objectives are delivered within agreed scope, timeline and budget
- Ensure project risks are identified and effective mitigation actions are put in place and monitored
- Provide regular project updates to key stakeholders, tracking project budgets and alerting managers to potential issues
- Participate in project team meetings and steering committees, where appropriate, and provide clear agendas and meeting minutes in collaboration with VP Operations
- Take the lead on soliciting proposals and contract negotiations for prospective outsourcing projects and subsequent ownership of relationship to ensure delivery of workplan to time and budget
- Organise R&D meetings for management or visitors where needed

#### **Person Specification**

- PhD preferable or Degree (MSc or equivalent) in life sciences/pharma research
- Project Management Qualified (PMP / Prince 2 / APM or equivalent)
- 5+ years' Project / Programme Management experience, ideally gained within the pharmaceutical industry or the biotechnology sector
- Therapeutic area expertise in at least one of the following areas: oncology, neurology, cardiovascular diseases or retinal diseases
- Excellent verbal and written communication skills
- A collaborative working style with the ability to build excellent working relationships
- Good team building skills and a proven team worker



- Ability to quickly assimilate and deal with complex problems and projects
- Good organisational and time management skills with the ability to prioritise
- Proficient in use of MS Project and MS Excel

**Personal Attributes**

- High level of personal integrity and the ability to handle highly confidential information appropriately
- Gets the job done attitude with a sense of urgency

OxStem is a pioneer of Stemistry and we aim to be a leader in the field of regenerative medicine.

Stemistry is the pharmacological modulation by small molecules of body-resident stem and progenitor cells in regenerative medicine. OxStem has programmes in Haematological malignancies, Neurodegeneration, Retinal diseases, Cardiovascular diseases, Inflammation and Diabetes.

Interested applicants should contact Dr. Andy Mulvaney, Chief Operating Officer at [andy.mulvaney@oxstem.com](mailto:andy.mulvaney@oxstem.com)

For more information please visit [www.oxstem.com](http://www.oxstem.com).