



Project Manager/Senior Project Manager

Main function of the job:

The Project Manager/Senior Project Manager will support the manufacturing of our vaccine and therapeutic products, and actively engage with contract manufacturing organisations, contract test labs, and Vaccitech R&D scientists to manage the manufacture and testing of candidate vaccines according to the company's clinical plan. The individual in this role has a biologics manufacturing project management background, is highly organised, and develops strong relationships and networks.

Key responsibilities:

- Works with the project teams to ensure that contractors fulfil contract requirements and complete process development or manufacturing projects as appropriate.
- Tracks the progress of projects.
- Disseminates and facilitates information flow/exchange among Vaccitech departments and between contractors and Vaccitech.
- Manage scope change in project execution.
- Participates in regular internal project meetings to discuss and plan projects.
- Participates in regular meetings with contract organisations to update progress via teleconference or site visits as appropriate.
- Maintains records to document all relevant communications related to projects.
- Support the maintenance of company standard quality and format of communications (e.g. letters, requests for proposals, reports, etc.) and overall harmonisation of documentation at the departmental level.
- Monitors timelines and contracts for accuracy and follows up on any discrepancies with contractors and/or internal personnel.
- Assists with training of team members as appropriate.
- Supports CMC activities: tracks and maintains manufacturing documentation. Manages the transfer to Vaccitech of data and records from contract manufacturing organisations.
- Performs other duties as required.

Personal abilities and traits:

- Demonstrates personal drive and goal orientation.
- Self-motivated taking personal pride in delivering on personal and corporate objectives.
- Enthusiastic and flexible to change.
- Demonstrates organisational and prioritisation skills to manage a diverse workload.
- Able to interact with individuals at all levels of the organisation.
- Good communicator, both orally and in writing with an eye for detail/ accuracy.
- Reliable and trustworthy,
- Keen to learn new skills and gain knowledge within the field of vaccines.



Essential Knowledge, experience and skills:

- BSc or equivalent experience in science/technical.
- Minimum 5 years' experience of biologics or vaccines manufacturing to GMP
- Excellent writing and communication skills in fluent English; ability to understand and communicate scientific information.
- Proven ability to communicate in a clear and concise manner
- Understanding of the early product research and development process
- Ability to work independently, cross functionally and collaboratively in a team
- Manage and develop supply chain contractors to ensure all projects are delivered on time, within scope and to required budgets.
- Cover all other project management requirements including logistics and detailed project plans.
- A self-starter with the ability to work in a fast-paced environment and adapt quickly to changing needs and priorities; proven ability to prioritize and manage multiple tasks simultaneously.
- Comfort in synthesizing and understanding large quantities of data and information.
- Excellent planning and organisational skills with the ability to prioritize.
- Sound judgment and critical thinking
- Occasional travel will be required
- Networking, both internally and externally
- Competency in Microsoft suite applications including Word, Excel, PowerPoint and MS Project

Desired skills

- Experience in virology and/or Infectious Disease studies
- Working with external CMO's and experts in the delivery of projects.
- Commercial awareness, interpersonal and negotiating skills

The successful candidate will report to the Director of Manufacturing.

Please use the cover letter to highlight how you meet the competencies for the role which will be used along with your CV to assess your application. Please also confirm your current salary and salary expectations.

With your application could you please quote job reference CMC002