

# Mundipharma Research Limited

## Job Description

JOB TITLE: <b>Clinical Supplies Projects Manager</b>	SECTION:
DEPARTMENT: <b>Clinical Supplies</b>	COMPANY: <b>MRL</b>
RESPONSIBLE TO: <b>Manager, Clinical Supplies</b>	DATE: <b>November 2009</b>

### A. BROAD PURPOSE OF JOB:

Working as part of the Clinical Supplies Management Team, manage the projects and staff responsible for preparing supplies for clinical studies. Liaise closely with the Clinical Supplies Management team to ensure projects are delivered according to current timelines and meet the required legislative and quality standards. Manage staff within the Clinical Supplies department in respect to their day to day activities, training, development and progression.

### B. SPECIFIC DUTIES & RESPONSIBILITIES:

#### 1. Project Management:

- Ensure team members manage their assigned projects according to the required quality standards and time lines in order to meet the project and business needs. Monitor the work to ensure it complies with relevant legislation and guidelines and company policies and procedures.
- Take responsibility for ensuring that the Clinical Supplies Programme Manager is kept informed of all potential impacts on the delivery of the departments' programme of projects.
- Manage work related to clinical supply operations outsourced to external contractors by ensuring documentation is checked and approved, progress is monitored and good communication is maintained regarding project progress.
- Manage the requirements for distribution of clinical trial supplies to local warehouses and depots and ensure supplies are maintained and available for distribution to clinical sites on request.
- Review and approve critical internal documentation. Oversee and assist as necessary with operations conducted in-house. Conduct impact analyses, and manage the day to day risks and challenges as they arise.
- Support and guide the project team and individuals in managing their daily workloads.
- Work with the Clinical Operations and Outsourcing departments to ensure the mutual requirements of the departments can be met through good communications and delivery of efficient processes.

#### 2. Performance Management:

- Manage the performance of team members against the requirements of their roles and agreed objectives, giving constructive feedback on an ongoing basis. Ensure the processes outlined in the company Performance Assessment System are carried out

according to guidelines, including the agreement of objectives, promotion of leadership skills, conducting interim assessments and making fair reward and recognition recommendations.

- Reward strong performance by making well considered recommendations for promotions and salary increases according to company guidelines.
- Lead, manage and motivate the project teams, encouraging effective teamwork and demonstration of the company core values. Aim to maximise the performance of the individual and the team, offering guidance and support where required.
- Effectively manage grievance and disciplinary issues, following company guidelines, and aiming for fair and rapid resolution to minimise negative impact.

3. People Development:

- Identify current and future individual and group knowledge and skills gaps. Agree and manage effective solutions. Evaluate results.
- Provide a positive environment and the required support for people to develop their knowledge, skills and behaviours to perform their job responsibilities, meet their objectives, and progress in their careers. Share personal knowledge, expertise and experience where appropriate.
- Support people with writing their training and development plans and achieving their learning goals. Ensure records are kept up-to-date.
- Delegate work effectively to develop the team skill set and individual's career development whilst meeting the business needs.

4. Resource Management:

- Work with the Clinical Supplies Management team and the Senior Coordinator (Compassionate Supplies) to plan, allocate, and monitor department resources in order to achieve successful implementation of department projects, including cover for absence and succession planning.
- Assist the Department Manager and HR with recruitment and selection of permanent and temporary staff, aiming to recruit the candidate with the closest match to job and person specifications, and minimising any potential employment gap in the department.
- Deputise for other members of the Clinical Supplies Management team as necessary and agreed.

5. Communication:

- Act as a communication interface between team members, customers, contractors, colleagues and management, ensuring effective sharing of information at all times.
- Participate in relevant meetings, including weekly resource planning, medical research and project review meetings. Represent the Department to ensure all relevant information is conveyed to the correct parties, and information gathered from other sources is relayed back to Clinical Supplies. Maintain effective working relationships with internal and external stakeholders and customers.

6. Personal Development:

- Take responsibility for personal training and development in order to reach, and maintain, the required level of skills, knowledge, and experience to perform the role. Maintain accurate training records according to company procedure. Proactively participate in the company Performance Assessment System, including the agreement of goals which meet business requirements and enable personal development and progression.

**C. ADDITIONAL DUTIES AND RESPONSIBILITIES**

1. Actively contribute to the overall smooth running of the department by supporting colleagues, checking work completed by others according to procedure, providing cover in times of absence, and sharing knowledge and expertise where required.

2. Demonstrate the company core values of Respect, Honesty, Passion, Innovation and Commitment. Demonstrate good leadership qualities and agree objectives to achieve company and personal development targets.
3. Comply with all relevant legislative requirements, in particular that relating to the health and safety of self and others.
4. Undertake any other reasonable duties and responsibilities as requested by management.