



Nexus Oncology

## Job Description

Job Title: Project Manager  
Reporting to: Project Director

### Job Purpose

- To ensure delivery of projects within scope, budget and agreed timelines
- To ensure projects comply with all relevant SOPs, regulations and quality standards

### Main Tasks

- To be the primary project contact between Sponsor and Nexus for assigned projects
- To have full awareness and manage the terms of the project contract, budget, scope and responsibilities and to ensure relevant team members are aware of the scope of their responsibilities. To identify and escalate any out of scope activities
- To notify Nexus Management if additional tasks and/or resource are needed in order to deliver on the project timeline and quality standards
- To identify, assess and manage risks to project(s)
- To understand the product, protocol and therapeutic area in sufficient detail to be able to advise and discuss with the project team members and the study site personnel
- To ensure the project team is appropriately trained and if required to recommend additional training requirements to Project Director
- To attend project meetings with sponsor on a regular basis (teleconferences, kick off meeting and other face to face meetings)
- To conduct ongoing project team meetings (either face to face or by teleconference, depending on the location of the team members)
- To coordinate all members of the project team including internal resource and external vendors
- To provide performance feedback on project team members to their respective line managers
- To manage quality control process for periodic review of the Trial Master File/study file to ensure compliance with relevant SOPs and regulations
- To track and report project status to Sponsor and Nexus Management
- To provide support and mentoring for project teams
- To represent Nexus at meetings and conferences
- To provide input into proposals for prospective studies and represent Nexus at meetings with potential clients
- To remain up to date with all relevant SOPs and regulatory requirements
- To work with the Project Management team to help develop and implement process improvements
- To conduct other project related tasks as requested by Nexus Management

This list of tasks is not exhaustive. The postholder may be asked to perform additional appropriate tasks depending on the demands of the service.