

Head of Project Management – Comparator Sourcing

Location: Marlow, Buckinghamshire, UK
Salary: Competitive base salary + performance-based bonus
Ref: BAPHPMUK
Hours: Full Time
Contract Type: Permanent
Experience Level: Experienced

Our Company

BAP Pharma are the fastest-growing, independently owned clinical trial supply organisation, with specialist divisions in comparator sourcing, secondary packaging & labelling and medicines access. Our story is one of incredible growth and success, with steady expansion in operations and global presence.

We are a global leader in the clinical trial supply industry, through our expertise, innovation and dedication to providing exceptional value and unrivalled customer service.

We are a team of dedicated professionals, with an open, honest and respectful culture and passion for delivering on our promises to each other and our customers.

We are now looking for individuals who are devoted to providing high quality customer service and helping the business continue its growth. Our people are our greatest asset – our future is exciting, come join us!

Job Description

The Head of Project Management is responsible for managing projects for key clients ensuring the projects are managed in line within the scope of the project, allocating and managing resource, budgets and timelines. Manage the project to agreed key milestones giving regular updates and line manage the Business Managers.

Responsibilities

- Direct and manage the project from start to end
- Meet with the clients to understand and scope out the project offering tailored solutions, to achieve the project
- Work directly with the clients
- Produce project plans to ensure key milestones are achieved
- Arrange regular project plan reviews with all key stakeholders
- Manage the budget to ensure the project is delivered on time and to the agreed budget
- Ensure the client has regular status updates
- Manage any changes in the project plans, scope of the project schedule or costs
- Appoint and manage key resource to ensure successful project delivery
- Manage successful relationships with key stakeholders
- Identify risks and offer possible solutions
- Manage and maintain successful relationships with third parties
- Notify the client and your Line Manager immediately when problems arise

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- Delegate to direct reports as appropriate
- Manage and supervise the Business Managers as appropriate

Requirements

- University degree or proven relevant experience
- Proven experience in project management
- Proven experience of building successful and mutual relationships with key clients and third parties
- Proven experience of MS Office including MS project (or other project management software)
- Project Management Professional (PMP) / PRINDE II certification

Competencies

- Excellent communications skills
- Attention to detail
- Ability to multitask
- Excellent communication skills with internal and external partners
- Some travel may be required for the purpose of meeting with clients to the USA, Europe and within UK and entail weekends away
- Ability to work under own initiative and in a team

Conditions

This role reports to the UK General Manager. Additional hours may be required from time to time to meet project deadlines. You must have the ability to work under own initiative and as part of a team. Some travel may be required for the purpose of meeting with clients to the USA, Europe and within UK. BAP Pharma are proud to state we have a diverse range of employees, from different cultures and backgrounds and are committed to diversity and inclusion.

You can apply to this role through the BAP Careers Portal [here](#).