

The mission of the Catalan Institute of Nanoscience and Nanotechnology (ICN2) is to achieve the highest level of scientific and technological excellence in Nanoscience and Nanotechnology. Its research lines focus on the newly-discovered physical and chemical properties that arise from the behaviour of matter at the nanoscale. ICN2 has been awarded with the Severo Ochoa Center of Excellence distinction for three consecutive periods (2014-2018 and 2018-2022 and 2023-2026). ICN2 comprises 19 Research Groups, 7 Technical Development and Support Units and Facilities, and 2 Research Platforms, covering different areas of nanoscience and nanotechnology.

Job Title: Project Manager (Part time)

Research area or group: Nanomedicine Group

Description of Group/Project:

The main lines of research in Nanomedicine Lab include:

- Nanomaterials as vector systems for therapeutic and diagnostic applications against cancer and neurodegenerative disease
- Development of graphene and 2D materials in the clinic
- Discovery of novel biomarkers and therapeutic targets in oncology and neurology

The Nanomedicine Lab has expertise in research and development of novel types and medical applications of nanomaterials, with experience in the medical translation of liposomes and lipid nanoparticles, as well as carbon nanomaterials, such as carbon nanotubes and graphene. A wide range of nanomaterials developed as platforms for the biological transport of therapeutic and diagnostic components in cell culture and preclinical disease models. The primary therapeutic targets for clinical translation of these technologies have been cancer (solid and metastatic) and brain pathologies (Parkinson's, stroke, Alzheimer's, glioblastoma).

The Nanomedicine Lab @ICN2 has strong links with the Faculty of Biology, Medicine and Health at The University of Manchester, where Prof Kostarelos has a part-time appointment to develop medicines at the nanoscale.

Main Tasks and responsibilities:

The Project Manager will work with Professor Kostarelos and the Senior Scientist (Dr Neus Lozano) and postdoctoral researchers in the Nanomedicine Lab to co-ordinate and manage all research activities. The post-holder will have a primary role around the Project Management of all research programmes awarded to the Nanomedicine Lab in order to monitor and facilitate achievement of the deliverables and milestones set and within budget and timeline. The second main role of the post will be to assist Prof Kostarelos and the other senior members of the Lab in managing with the development of new proposals for research grants, studentships, donations, the ICN2 Lab accounts, including with the scouting and preparation of new grant applications that the Laboratory will submit to various funding bodies. The post is also expected to be leading in the maintenance and regular updates of the Lab financial accounts (in collaboration with the finance and competitive funding teams of the Institute), communications (institutional and project databases, Lab website), and outreach activities.

Key to this stimulating role will be the development of detailed project plans, the management and coordination of complex interdisciplinary tasks and their reflection on budgets, the coordination of multiple stakeholders across many disciplines and sectors (including clinicians, academics, industrialists, students, researchers, and the project funders) and the ability to collaborate with, and when necessary influence,

senior researchers and academics. Skill and dexterity in this role are essential to ensure the projects are delivered on time, to scope and with high impact.

Key Responsibilities, Accountabilities or Duties, include:

- Work independently and as part of a large interdisciplinary/interdivisional team to deliver the overall Project Management of the Nanomedicine Lab.
- Working across multiple projects and with multiple partners an any one time liaising confidently and effectively with academic, industry, senior academic, research and support staff, as well as external stakeholders (e.g. funding agency officers).
- Work within an agreed programme management approach and schedule, developing project management documentation e.g. proof-of-concept briefs, project initiation documents, business cases with recommendations and costings, project plans, risk and issues logs, milestone plans, identify resource requirements and training, engagement and communication plans.
- Contribute to writing and co-ordination in the submission of multidisciplinary research grants and business cases.
- Establish good operating practices for financial management in order to monitor and report project and laboratory finances in collaboration with the researchers and the ICN2 finance teams.
- Organise and co-ordinate all relevant project meetings associated with the projects.
- Represent the Nanomedicine Lab and the leadership team on different occasions.

General Responsibilities, Accountabilities or Duties:

- To act at all times in accordance with the ICN2 policies and procedures relating to Health and Safety, Equal Opportunities, and all other policies and procedures that apply to the post.
- Guide others on specific tasks, issues and activities; give advice and feedback based on your own knowledge and experience.
- Participate in shared responsibilities that contribute to the management and running of the Nanomedicine Lab.

Requirements:

- **Education:**
Qualified to at least degree level in an area related to research of the Nanomedicine Lab.
Formal qualification in project management (such as Prince2) or demonstrable project management experience at a senior level, leading projects and engaging colleagues from across multiple sectors.
- **Knowledge, Professional Experience and skills:**
Essential:
Previous experience in Project Management of research grants.
Excellent oral and written communication, able to produce clear and concise written material to demanding deadlines.
Proficient at financial reporting and budget management of research projects.
Ability to plan and manage multi-partner, multi-disciplinary research projects demonstrating excellent organisation and time management.

An ability to multi-task and meet tight deadlines and a willingness to learn and develop new skills as needs arise.

Highly developed interpersonal and communication skills that can be harnessed to build effective working relationships across interdisciplinary teams, external collaborators, senior management and external stakeholders.

Able to perform effectively under pressure to demanding deadlines, work independently and prioritise competing demands.

Familiarity with research funding procedures & legislation.

A clear understanding of the organisational culture of a large research-intensive university (or similar type of research organisation).

Versatility, flexibility and an ability to both work collaboratively and without supervision.

Flexible and effective approach in foreseeing and in dealing with problems as they arise.

Ability to think strategically and innovatively and display analytical and judgment skills.

Excellent problem solver and negotiator with the ability to work across complex structural and organisational boundaries.

Ability to exercise diplomacy and sensitivity.

Desirable:

Experience in working in the higher education sector or academic environment.

Previous experience in Project Management of European Commission grants and research programmes.

A clear understanding of the research frameworks, information governance, and ethical guidelines.

Previous line-management experience.

Active previous engagement in biomedical research.

Summary of conditions:

- Part time work (20h/week)
- Contract Length: Temporary
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues.
- Life Insurance.

Estimated Incorporation date: as soon as possible

How to apply:

All applications must be made via the ICN2 website <https://jobs.icn2.cat/job-openings/616/project-manager-nanomedicine-group-part-time> and include the following:

1. A cover letter.
2. A full CV including contact details.
3. 2 Reference letters or referee contacts.

Equal opportunities:

ICN2 is an equal opportunity employer committed to diversity and inclusion of people with disabilities.

ICN2 is following the procedure for contract of people with disabilities according with article 59 of the Royal Decree 1/2015, of 30 of October.