

## Project Management Officer

Location: Park Square, Cheadle, Stockport  
Salary: £24,500 - £27,000 per annum  
depending on experience  
Job Type: Permanent full-time, 35 hours per  
week



### Who is UK Biobank?

UK Biobank is a major international health resource, with the aim of improving the prevention, diagnosis and treatment of a wide range of serious and life-threatening illnesses. UK Biobank follows the health and well-being of 500,000 volunteer participants, collecting health information which is globally accessible to academic and health researchers.

### The Role

Responsible for the day-to-day project support associated with the smooth and efficient project management and on-going operational management of UK Biobank Projects and general programme management tasks as and when required. Attends any associated project meeting and able to minute technical meetings accurately. Will undertake other administration duties as nominated by the Senior PMO Officer in order to support UK Biobank corporate services.

### We're looking for someone to:

- Assist Project Managers in the production and maintenance of project documentation
- Supporting the definition of small/medium project Business Cases (scope, goals, deliverables, costs, timescales, plans, dependencies, resource requirements and milestones)
- Ensuring pre-scope project plan is communicated to all project stakeholders together with their individual responsibilities.
- Be a subject matter expert on the UKB Project Framework advising the Project Managers as required
- Ensures document control procedures are adhered to
- Co-ordinate the production of reports and produce project summary reports, including milestone tracking
- Maintain risk and issue logs and change control records
- Assist the Project manager to set-up and maintain systems for recording budgets / project costs
- Liaise with Key Stakeholders where necessary and support communication and engagement
- Work closely with Business Analyst to ensure requirements are captured and documented
- Support Business Analyst in the development of process to support projects and business change
- Where directed take ownership of work-streams or project as directed

### This is what we're looking for:

- Be able to confidently request updates on actions from stakeholder at all levels
- The person must be an excellent communicator both spoken and written
- Must have excellent organisational skills and the ability to work under pressure and prioritise tasks.
- Can work without appreciable day-to-day supervision and report on progress through both formal and informal channels.
- Project management experience would be beneficial
- Administrative experience is essential.

### It would also be great if you had experience in:

- Work in accordance with ISO 9001 and ISO 27001 defined procedures and support UK Biobank to meet future targets.
- A degree or higher qualification

### Benefits for working at UK Biobank

- 26 Days Annual Leave + Bank Holidays
- Christmas Closure
- USS pension scheme (9.8% employee contribution & 21.6% employer contribution)
- Enhanced maternity/paternity/adoption/shared parental leave
- Enhanced company sick pay scheme

- Cycle to work scheme
- Health and wellbeing initiatives including an Employee Assistance Programme (EAP)
- Annual Flu vaccination
- Perkbox employee discount platform scheme
- An active social committee who organises events throughout the year
- Flexible work life balance policy
- Free onsite car parking
- Onsite café
- Gym facilities, we even have a putting green!

By working for UK Biobank you are part of an organisation whose mission is to contribute to improving the health of future generations.

UK Biobank strives to be a diverse and inclusive organisation, within which we can ALL be ourselves.

Please click on the links for more information about [Working for UK Biobank](#) and [Recruitment guidance for candidates](#)

The closing date for applications is 16 June 2022, subject to early closure upon receipt of suitable applications.

To apply

Please email your CV to [jobs@ukbiobank.ac.uk](mailto:jobs@ukbiobank.ac.uk)