

JOB DESCRIPTION	
<b>Job Title:</b> Medical Regulatory & Business Development Project Manager	<b>Department:</b> CEO
<b>Responsible to:</b> Hasnein Alidina, Country Manager	<b>Direct Reports:</b> None
<b>Contract:</b> Fixed Term Contract 12 months.	<b>Salary:</b> £65,000 pa + benefits (salary negotiable based on qualification and experience)
<b>Location:</b> London, Chiswick	

### Purpose

DKMS is seeking a highly motivated and experienced Project Manager to conduct a comprehensive feasibility study to determine the viability of establishing a DKMS-owned collection center in the UK versus collaborating with existing healthcare providers. DKMS Management will use findings from the feasibility study along with recommendations from the project team to decide how to move forward with the project.

This role requires a combination of medical expertise, both technical and quality assurance, regulatory compliance, stakeholder management, and overall strong management skills.

The successful candidate will play a crucial role in guiding strategic decisions that will impact the organisation's mission to fight blood cancer and blood disorders.

### Key Internal and External Stakeholders:

Effective communication and collaboration with these stakeholders will be crucial for the successful completion of the feasibility study and subsequent decision-making process.

#### Internal Stakeholders, who provide necessary feedback and input:

- Country Managers
- DKMS Medical Advisor
- Quality & Projects Manager
- Finance Project Manager: Manages overall budget planning and financial analysis for the feasibility study.
- Senior Management staff at DKMS Collection Centre in Germany
- International Medical Team representatives
- Legal Counsel

#### External Stakeholders:

- **Regulatory Bodies:** Medicines and Healthcare products Regulatory Agency (MHRA), General Medical Council (GMC) and Royal College of Nursing (RCN): Ensures compliance with UK healthcare regulations and standards.
- **Healthcare Providers and Clinics:** Potential partners for collaboration or leasing space for the collection center.
- **Medical Equipment Suppliers:** Provide the necessary medical equipment and technology for the collection center.
- **Local Health Authorities:** Provide guidelines and support for integrating the collection center within the local healthcare framework.
- **Insurance Companies:** Work with DKMS to ensure that the collection center's services are covered under various health insurance plans.

## Key Responsibilities

### 1. Feasibility Study Execution:

- Lead the feasibility study project from initiation to completion, which includes the assessment of requirements and practicability. The feasibility study has the aim of providing a decision proposal for DKMS management.
- Develop a conceptual project plan, scope and objectives, project phases and milestones, timeframe for each phase, resources needed, incl. cost overview, risks and assumptions..
- Conduct market research and analysis to evaluate the potential of setting up a DKMS-owned collection center.
- Creation of a specification sheet that presents the requirements/needs of the individual stakeholders
- Support Finance Project Manager to create a Business Case as part of the feasibility study

### 2. Medical Expertise:

- Ensure compliance with UK medical standards
- Collaborate with medical experts to align study objectives with medical requirements and Donor safety.

### 3. Quality Assurance:

- Implement and monitor quality control processes throughout the feasibility study, to ensure that products or services meet specified requirements and standards of quality (GMP).
- Establish metrics and KPIs to evaluate the quality of potential collection sites and partners.

### 4. Regulatory Compliance:

- Ensure all study activities comply with UK regulations, particularly those set out by the MHRA , (Medicines and Healthcare products Regulatory Agency),GMC (General Medical Council) and RCN (Royal College of Nursing).
- Prepare and submit necessary documentation to regulatory bodies as required.

### 5. Stakeholder Management:

- Communicate effectively with external stakeholders, including MHRA, clinics, healthcare providers
- Gather input from internal stakeholders.

### 6. Technical Management:

- Assess and select appropriate medical equipment and technology for the potential collection center. Support Finance Project Manager with technical and practical experience for the purchase of equipment.
- Coordinate with technical experts to ensure the selected equipment meets all regulatory and operational standards.

## General

- To attend departmental and company meetings as appropriate to present progress.
- To be current and knowledgeable about blood stem cell donation and the DKMS global and national mission, goals and brand propositions to its various target audiences.
- To meet with the Country Manager for the purpose of regular supervision and appraisal.

- To comply with the organisation's health and safety, confidentiality, data protection and other policies, including those relating to advertising standards, the Human Tissue Authority and NHS Blood and Transplant standards.
  - To promote equality of opportunity and anti-discriminatory practices.
  - Any other duties deemed appropriate to the role by the Country Manager, subject to time and commensurate with level of responsibility and salary.
- **Qualifications**
    - Bachelor's degree in Healthcare Management, Business Administration, Life Sciences, or a related field. A Master's degree is preferred.
  - **Experience:**
    - Minimum of 5 years of practical experience in a (higher position in an apheresis-center or comparable
    - Proven experience in project management in the healthcare sector.
    - Proven experience with feasibility studies or similar strategic projects.
    - Knowledge of UK healthcare regulations and standards, particularly those related to blood and bone marrow collection.
  - **Skills:**
    - Strong understanding of medical standards and compliance.
    - Excellent knowledge of UK regulatory requirements, including MHRA regulations.
    - Fundamental quality assurance and quality control skills.
    - Exceptional stakeholder management and communication skills.
    - Technical acumen in selecting and managing medical equipment.
    - Strong analytical skills to understand complex issues
    - Ability to manage multiple projects simultaneously and meet deadlines.

#### **Personal Attributes:**

- Detail-oriented and highly organised.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a multidisciplinary team.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with confidentiality and integrity.

#### **Values**

DKMS works to a set of core values which it seeks to uphold and implement in everything it does, including leadership and management practices. The illustration below summarises DKMS core values and how these translate into organisational and individual behaviours.



## Personal competencies

The table below sets out how our values relate to the competencies required for this role.

Competency area	Abilities... /Expertise or knowledge ...
<b>Strives to make an impact ...</b>	<p><b>... is committed to exceeding expectations</b></p> <ul style="list-style-type: none"> <li>• Confident about proposing new ideas and solutions</li> <li>• Confident in making decisions about how to organise and schedule own workload and commitments.</li> <li>• Not afraid to challenge ways of working in order to bring about improvements in HR working practices.</li> <li>• Able to analyse working systems and processes with a view to improving them and making them more efficient.</li> <li>• Confident that will succeed in delivering personal objectives and achieving ambitious KPIs.</li> <li>• Confident communicator</li> <li>• Strong in communicating Goes the extra mile to deliver results.</li> </ul>
<b>Self-starter ...</b>	<p><b>... is highly motivated and open to challenging oneself</b></p> <ul style="list-style-type: none"> <li>• Able to work on own initiative and identify what needs to be done before being asked.</li> <li>• Highly motivated and thrives on challenges.</li> <li>• Has the ability to remain focused under pressure.</li> <li>• Demonstrates ambition and an eagerness for personal development.</li> <li>• Has a “can do” approach to dealing with work challenges and dilemmas.</li> <li>• Always seeks to develop good working relationships</li> <li>• Proactively seeks out and recognises opportunities for development in area of work.</li> <li>• Able to prioritise own workload and have an organised, methodical approach.</li> </ul>
<b>Inspired by our vision...</b>	<p><b>... is committed to the fight against blood cancer</b></p> <ul style="list-style-type: none"> <li>• Works with passion, enthusiasm and dedication.</li> <li>• Can see the ‘bigger picture’ and works in a joined-up way.</li> <li>• Demonstrates a strong sense of empathy towards colleagues.</li> <li>• Understands the DKMS corporate culture.</li> <li>• Able to communicate and explain the mission of the organisation clearly and passionately.</li> </ul>

Competency area	Abilities... /Expertise or knowledge ...
<b>Team player ...</b>	<p><b>... has the ability and desire to work cooperatively with other team members</b></p> <ul style="list-style-type: none"> <li>• Provides assistance, information and support to others, to build and maintain relationships across the organisation and internationally with other DKMS companies.</li> <li>• Respects others and embraces the values of diversity, equality, integrity and trust.</li> <li>• Listens and responds constructively to other team members' and colleagues' ideas.</li> <li>• Collaborates with others to organise time and resources effectively.</li> <li>• Contributes in team meetings, sharing knowledge of the sector to support overall development of the department.</li> <li>• Forms good working relationships with people in other departments throughout DKMS, both in the UK and overseas.</li> <li>• Working knowledge of regulations and good practice regarding data security and GDPR</li> </ul>
<b>Executes with excellence...</b>	<p><b>... works diligently and continuously produces high quality work</b></p> <ul style="list-style-type: none"> <li>• Effectively prioritises workload.</li> <li>• Achieves established goals within deadlines.</li> <li>• Provides an excellent service to both internal and external stakeholders.</li> <li>• Has excellent attention to detail.</li> </ul>
<b>Embraces opportunities ...</b>	<p><b>... challenges the status quo and looks for opportunities to implement new methods of working</b></p> <ul style="list-style-type: none"> <li>• Challenges the status quo and looks for opportunities to implement improved methods of working.</li> <li>• Open to different ideas, approaches, procedures and technology</li> <li>• Able to adapt to new situations.</li> <li>• Seeks opportunities to learn from colleagues both locally and internationally.</li> <li>• Considers developments in other similar organisations, learning from their experiences and introducing relevant information, ideas and intelligence for the benefit of DKMS.</li> </ul>

**Conditions of Employment**

- 37.5-hour week, Monday to Friday (9am – 5pm).
- 25 days' holiday per annum (plus public holidays), increasing after two years' service by one day per year, up to a maximum of four additional days per year (ie, a total entitlement of 29 days per year after six years of service).
- Hybrid working 2 days a week from home
- DKMS pension scheme – automatic enrolment contribution rate: 3% employee, 5% employer.

**Benefits**

- Corporate Eye Care Scheme
- Life Assurance at 4 times basic salary
- Cycle to Work Scheme
- Season Ticket Loans
- Further information on staff benefits are covered on the DKMS website.