

## Role Profile

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**Job Title:** Project Manager  
**Department:** Research and Development  
**Reports To:** Chief Scientific Officer  
**Location:** Tyholland  
**Ref:** Ref-200, V1 – 17 January 2022

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### Role Overview

The Project Manager is a key role within the R&D team at MBio. Reporting to the Chief Scientific Officer, the Project Manager will manage strategic research projects that support the next generation of sustainable mushroom production. Applicants must have strong research project management and communication skills. Given the nature of project management, a balance between on site and remote working is realistic, although ease of access to Monaghan's facilities would be advantageous.

### Main Duties

The deliverables of the Project Manager role include:

- Defining project objectives, project scope, roles and responsibilities.
- Resource planning and managing internal and third party resource availability and allocation.
- Budget development and management.
- Preparing detailed project plans to schedule key project milestones, work streams and activities.
- Managing delivery of the project according to this plan.
- Tracking projects and providing regular reports on project status to project team and key stakeholders.
- Managing and adjusting for any changes in project scope, schedule and / or budget.
- Identifying and mitigating potential risks and issues.
- Managing the relationship and communication within MBio and with its key stakeholders, ensuring the project is delivered to their satisfaction.
- Managing the intellectual property and regulatory aspects within the project.

As nature never stops flexibility will be an important feature of this role.

### Competencies to perform the role

- A passionate belief in sustainability;
- Teamwork: a strong ability to build effective teams within the MBio and broader Monaghan Group;
- Communication: Must have excellent interpersonal and presentation skills;
- Can do attitude: Must have a 'can do' entrepreneurial attitude;
- Growth: A thirst to learn, grow and keep in touch with innovation within the wider industry;
- Organisation: Highly efficient administration, detail focussed and exacting on time;
- Research standards: conduct research according to the general principles of good research based on honesty, cooperation and responsibility;

- Foster external network to stay on the cutting edge of science and to support project success.

### **Experience and Qualifications**

- Possess a certification in project management;  
**Or**
- Possess 2+ years of project management experience, preferably with a background in science.
- A proven track record in the management of research projects;
- Direct experience in budget and grant management;
- Possess excellent communication skills (both written and verbal), excellent interpersonal and presentation skills as well as being team focused.
- Proven record of attention to detail and work with a sense of urgency yet have the ability to be impartial and objective.

### **Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_