Development Project Manager

Development Project Managers work with other departments in an organization and collaborate with external stakeholders and partners to help the business develop or improve products in line with market requirements and corporate strategies. This is achieved through interactions with Marketing, Regulatory Affairs and Government Relations and other internal or external stakeholders. They're involved with managing projects in areas such as clinical/field trials and drug/medical device development processes. This may include participation in activities such as launching blockbuster drugs, and/or annual sales meetings. They manage multiple projects to successful and timely decision points from research through scale-up and commercialization. This often includes contract administration. They manage relationships with partners, research scientists, customers, vendors, and suppliers. Their role is to plan appropriately and oversee project execution to meet objectives and minimize problems, delays in development, unforeseen events, and cost overruns. The Development Project Manager works with teams assigned for the duration of the project, guiding them through the project while paying strict attention to alignment with the business objectives, communications, and reporting.

Learn more about the role of a Development Project Manager
by downloading the full skills profile for free at www.biotalent.ca/profiles.

BioTalent™ Canada

Building skills for Canada's bio-economy

Development Project Manager

BioTalent Canada's Bio-economy Skills Profiles

Biotechnology's fusion of science and business creates unique requirements for jobs in the sector. Candidates often need skills suited both to the lab and the boardroom. As a result, occupational descriptions from other sources or sectors don't always fit the bio-economy exactly. That's why, in partnership with industry stakeholders, BioTalent Canada has developed skills profiles specific to the bio-economy—a project that will continue with the ongoing addition of other functions over time.

Each profile includes a definition of the occupation, a list of competencies and associated tasks, a summary situational analysis, language benchmarks, and essential skills.

Who can use these profiles?

Easy to use and interpret, our *Bio-economy Skills Profiles* were created to meet the needs of a wide range of audiences. Here's how you might use them if you're an:

Employer: Develop job descriptions, performance evaluation criteria, professional development programs, succession plans, team building initiatives and recruitment plans.

Job seeker: Identify your professional development needs, tailor your resume for a specific position, prepare for interviews and interpret job descriptions.

Educator: Build industry-oriented curricula to help produce job-ready graduates.

Student: Grow your understanding of employers' expectations and choose the right educational programs to equip yourself with the skills for success.

Validated by industry

BioTalent Canada created its *Bio-economy Skills Profiles* in consultation with industry to accurately capture the needs of biotechnology companies and produce truly practical, relevant resources. These profiles summarize the high-level skills required for each occupational profile and itemize in detail the common tasks associated with each function. Because the profiles are comprehensive, not every skill may be required for a single position: instead, the profiles present the full sets of skills that could be expected of a person in a given role within companies at various stages of development.

Information you can trust

BioTalent Canada is the country's source for reliable, objective and accurate information on skills development and human resources in the bio-economy. Our aim as Canada's biotechnology sector council is to deliver the human resources tools, information and skills development resources industry needs to ensure an adequate supply of job-ready people.

Understanding the bio-economy

Canada's bio-economy is engaged in the research, development, commercialization and manufacturing of biotechnology products. The bio-economy is constantly expanding as new technologies and techniques are applied to an ever-broader range of industries and sectors including:

- Agriculture
- Aquaculture
- Bioenergy
- Bioinformatics
- Bioproducts
- Biosciences
- Environment
- Food Processing
- Forestry
- Genomics
- Human and Animal Health
- Industrial
- Life Sciences
- Medical Devices
- Nanotechnology
- Natural Resources
- Nutraceuticals
- Pharmaceuticals

Get started today

Even before you download the full **Development Project Manager** Skills Profile, get a sense of the information it contains and how you might use it in your work. Attached here is a quick-reference checklist that summarizes the core skills required for the position and the common tasks associated.

Go to www.biotalent.ca/profiles and download the complete Development Project Manager Skills Profile.

Canada This project is funded by the Government of Canada's Foreign Credential Recognition Program

Bio-economy Competency Profile Checklist

Managing multiple projects of varying scope and size, a Development Project Manager combines business and administrative skills and project management expertise with university-level science education —a bachelor, master's or post-graduate degree.

Building on these, a **Development Project Manager** must be able to:

A. Develop networks

- 1. Research and clarify the mandate
- 2. Organize the project core team
- 3. Develop standard project processes/procedures
- 4. Set up information management protocols (hard and soft copy)
- 5. Oversee development of project information systems
- 6. Develop communication plan

B. Develop a consolidated development project plan

- 1. Enable the development of individual project plans for each stream of work - R&D, manufacturing, technology transfer and scale-up
- 2. Integrate work streams into the project plan
- 3. Set clear accountability for project deliverables
- 4. Plan resources
- 5. Establish budgets
- 6. Complete a preliminary risk assessment

C. Monitor the consolidated project plan

- 1. Track progress of work stream initiatives
- 2. Manage project timelines
- 3. Monitor risk
- 4. Monitor work stream budgets
- 5. Manage quality of data and deliverables

- 6. Oversee vendor performance
- 7. Manage changes

D. Communicate performance to plan

- 1. Prepare budget report
- 2. Prepare the consolidated development project report
- 3. Communicate performance and results to stakeholders

E. Close the project

- 1.Confirm deliverables meet expectations
- 2. Oversee the closing of project infrastructure
- 3. Preserve data integrity
- 4. Identify lessons learned
- 5. Prepare final reports
- 6. Disband the project team

F. Provide expert/advisory services

- 1. Serve as an in-house consultant
- 2. Mentor and coach peers and the management team

G. Demonstrate generally accepted management capabilities

- 1. Apply generally accepted management principles and techniques
- 2. Identify and protect intellectual property
- 3. Protect sensitive/confidential information
- 4. Use computers to manage research and study data
- 5. Establish effective working relationships
- 6. Encourage team building

H. Manage team members

- 1. Recruit team members
- 2. Assign work and responsibilities

I. Manage project change

- 1. Manage and control project change

J. Apply professional practices

- 1. Comply with all applicable regulations and legislation
- 2. Demonstrate project management capabilities
- 3. Demonstrate product development and commercialization knowledge and understanding
- 4. Demonstrate medical/scientific/regulatory knowledge and understanding
- 5. Demonstrate professional integrity

K. Demonstrate personal competencies

- 1. Demonstrate leadership
- 2. Display strategic planning capabilities
- 3. Influence decisions
- 4. Build networks
- 5. Solve problems
- 6. Set priorities
- 7. Negotiate fairly
- 8. Communicate effectively
- 9. Embrace continuous learning and development