



Project Manager

Bio-economy Skills At-a-Glance



Building skills for Canada's bio-economy

About BioTalent Canada™

Helping Canada's Bio-economy thrive globally

Canada is a world leader in biotechnology—the application of living organisms to industrial, agricultural, medical and other processes and products. To maintain and build on this leadership, the sector needs highly skilled, job-ready people.

By acting as a national hub and central resource for employers, job seekers, students, educators and government agencies, BioTalent Canada helps make this happen.



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About the Bio-economy

The bio-economy involves the research, development, manufacturing and commercialization of technologies and products for such areas as:

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

Components of the Bio-economy Skills At-a-Glance

The *Bio-economy Skills At-a-Glance* are built around *Key Competencies*. They are not complete *Bio-economy Skills Profiles*. They capture the key hard and soft skills required to successfully function in this position. Those key competencies require specific tasks be accomplished in order to attain the desired outcome. More often than not, those key activities are functional in nature and require the application of specific knowledge acquired by education, training or practical experience. In bio-economy companies, those functional competencies may be very broad and diversified, encompassing both scientific and business expertise. Some may refer to functional competencies as hard skills of the position.

The *Bio-economy Skills At-a-Glance* have been developed through secondary research and have NOT been validated by industry. As a result, industry feedback will be greatly appreciated. Please send any feedback to portfolios@biotalent.ca.

The *Bio-economy Skills-At-a-Glance* are useful for such activities as recruiting, professional development, coaching, self-assessment, and many other purposes.

Occupational Description

A Project Manager is responsible to deliver a project on time, on budget and within specification. The Project Manager would implement a methodical approach or process to planning and guiding a project from start to finish.

Potential Professional Background and Education/Bio-economy or Relevant Experience

Education/Certification

- A university degree in a related field.
- Project Management Institute (PMP) certification.

Professional Experience

- 3 to 5 years experience.

Competencies and Tasks

A Project Manager must be able to:

A. Develop networks

TASKS
1. Research and clarify the mandate
2. Organize the project core team
3. Develop standard project
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

TASKS
1. Enable the development of individual project plans for each stream of work

2. Integrate work streams into the project plan
3. Set clear accountability for project deliverables
4. Plan resources
5. Establish budgets

C. Monitor the consolidated project plan

TASKS
1. Track progress of work stream initiatives
2. Manage project timelines
3. Complete a preliminary risk assessment (move up)
4. Monitor risk
5. Monitor work stream budgets
6. Manage quality of data and deliverables
7. Oversee vendor performance
8. Manage changes

D. Communicate performance plan

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

E. Close the project

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

F. Demonstrate generally accepted project management capabilities

TASKS
1. Apply generally accepted project management principles and techniques
2. Identify and protect intellectual property
3. Protect sensitive/confidential information
4. Comply with all applicable regulations and legislations
5. Use computers to manage data
6. Establish effective working relationships
7. Encourage team-building

G. Manage project team members

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

H. Demonstrate personal competencies

TASKS
1. Lead with confidence
2. Demonstrate teamwork
3. Exhibit sensitivity to cultural and social diversity
4. Be customer service focused
5. Work in a fast-paced environment
6. Follow company's policies and procedures
7. Demonstrate time management skills
8. Manage stress
9. Be a quick learner
10. Communicate effectively and clearly
11. Demonstrate professional attributes
12. Continuously update skills

Strong Board of Directors

The Board of Directors is composed of experts in the field of HR, CEOs, CFOs and CSOs from across Canada with extensive financial and industry experience representing companies and organizations in Canada's bio-economy. BioTalent Canada is not a membership organization and therefore relies on the guidance provided by its dedicated volunteer Board of Directors.

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