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Project Manager – Antifungal Drug Discovery (FI)

Department/Division/Faculty:	Department of Infectious Disease/Faculty of Medicine
Campus/Location:	Flowers Building, South Kensington Campus
Job Family/Level:	Professional Services Level 3b (Salary scales)
Responsible to:	Prof Alison Holmes
Line management for:	N/A
Key working Relationships (Internal):	Prof Darius Armstrong-James, all project Co-Is, Fleming Initiative Investigators, Fleming Initiative Senior Programme Managers, Armstrong-James Group, Child Group, Tate Group, Fisher Group, Billerbeck Group, Ballester Group, Sectional Managers Molecular Microbiology and Adult Infectious Diseases, laboratory manager for this project as required.
Key Working Relationships (External):	Dundee Drug Discovery Unit, GSK, The Cultivarium, The Fleming Initiative partners and collaborators as required
Contract type:	1 FTE, fixed term for up to 48 months (subject to funding) from 1 January 2027

Purpose of the Post

This post is funded by a Wellcome Trust Discretionary Award supporting 'An Artificial Intelligence-Driven Antifungal Drug Target Discovery Platform' and a GSK/Fleming research implementation award.

The project focus is the WHO critical priority pathogen Candida auris and the project integrates chemoproteomics, CRISPR-based functional genomics and machine learning to accelerate antifungal drug discovery. The project is being developed in partnership with the Fleming Initiative, GSK, the University of Dundee and the Cultivarium and has strong synergies with the GSK Grand Challenge 3 'antifungal drug discovery' award which is funded as part of the Fleming Initiative and also has Prof Darius Armstrong-James as PI.

The Fleming Initiative is a new exciting partnership between, led by Imperial College London and Imperial College Healthcare NHS Trust, which aims to tackle antimicrobial resistance (AMR) through a people-centred and convergence science approach. It offers an innovative approach to the challenge of AMR – combining research, behaviour change, public engagement, and policy to provide real-world solutions that work to protect the health security of local populations around the world. At the core of our initiative, is the transformative approach of co-locating diverse expertise and putting society at the heart of solving this crisis, in a purpose built Centre at the historic St Mary's Hospital Campus which is due to open in 2028.

The post-holder will be responsible for the project management of this Wellcome funded programme, working with Professors Holmes and Armstrong-James and the other eight PIs on the award, to ensure its delivery through the provision of administrative support and timely reporting. Due to synergies with the related GSK-Fleming funded Aspergillus fumigatus drug discovery programme, they will also be required to maintain an overview of work within that project and facilitate collaboration and integration across projects, as well as supporting any future grant applications or follow on funding related to the work. They will also be responsible for interfacing with the broader Fleming Initiative and co-ordinating and communicating with the wider Fleming team.

The Wellcome project benefits from a part-time laboratory manager with responsibility for ensuring the safe, compliant and efficient delivery of high-containment fungal culture, CRISPR gene-editing and fungal biology workflows. This role is likely to work closely with them in relation to budgets and consumables purchasing.

Key areas for delivery will include:

- Research and project co-ordination including monitoring budgets, reporting progress and facilitating research through the provision of organisational support to the PI and efficient execution of any related administration
- Communication and engagement across a team of microbiologists, chemists, computational scientists and supporting interdisciplinary working across the team of 11 PIs involved in the Wellcome project and those involved in the GSK-Fleming Initiative Grand Challenge 3 Antifungal Drug Discovery project
- Liaison with the wider Fleming team, in particular Senior Programme Managers and Communications staff
- Liaison with the project laboratory manager over budgets and the procurement of equipment and consumables, budgets and strain/sample repositories across the multi-site consortium
- Working with the relevant sectional managers to complete any HR or other processes with respect to research staff on the award, visiting researchers or students.
- Supporting public and patient engagement activities as part of the broader Fleming Initiative vision

Key Responsibilities

Research and Project Coordination:

- Organise and co-ordinate any relevant project meetings, including bi-monthly postdoctoral meetings and project meetings/ steering committees undertaking the role of secretariat. Monitor and track actions arising from meetings, ensuring timely and effective follow-up.
- Establish and maintain good communication between and across all Co-Is and other key stakeholders e.g. funder and academic collaborators. internal and external stakeholders
- Take the lead on reporting against project milestones for the Candida Auris project and associated GSK Fungal Discovery project
- Take the lead on preparing and reports and updates for the PI to submit to funders, Fleming Initiative Committee's and others as required.
- Build and maintain an active network of contacts, including other project managers across the Fleming Initiative portfolio of project managers exchanging best practice
- Provide high-quality administrative and organisational support to the PI, including scheduling, document management, and coordination of research-related activities, as required
- Contribute to grant reporting, ethics submissions, equipment and facility applications, and funder deliverables.

Finance:

- Monitor project finances, reviewing expenditure against budget and ensure adherence to terms of all relevant contracts in collaboration with PI as required.
- Liaise with project Laboratory Manager over procurement of equipment and consumables as required
- Oversee regular payments made to collaborators and develop payment tracking systems to ensure accountability
- Action contractual arrangements (including the development of new contracts) with outside organisations as required.
- Funder reporting: liaising with the relevant College Admin teams as required to meet the project deadlines.
- Be the first point of contact for all queries that may arise with respect to either project budget,

Collaboration and Engagement:

- Coordinate and facilitate effective communication with the wider Fleming Initiative and between faculties, departments, and other areas of the College to ensure timely information flow and seamless collaboration.
- Support engagement and coordination with NHS partners and other external stakeholders.
- Assist in fostering communication and collaborative activities between the programmes and their partners.
- Help maintain and strengthen relationships across the College, NHS, and key stakeholders.

- Contribute to maintaining a positive external profile for the programme by liaising with press offices, supporting content development, and helping manage the programme online and offline presence, as required.
- Assist in researching, compiling, editing, and organising promotional materials related to the programme's work and activities, as required

Other Duties:

- Undertake necessary training and professional development.
- Comply with all College and funder policies, including safety, biosafety and ethics.
- Willingness to travel within the UK and internationally, including to Dundee and GSK sites, as required by the project.
- Promote the reputation of the project, Department, Fleming Initiative and College.
- Support the Fleming Initiative's vision of putting the public at heart of its activities by contributing to the public engagement and involvement activities within the Fleming Initiative
- Work with the Fleming Initiative's Communications and Events Officer, to ensure details of activities are provided in advance for inclusion in socials and other media

Where Imperial or funder conditions necessitate, you will be required to complete timesheets for your work on projects in a timely manner.

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	**Essential (E)/ Desirable (D)**
Education	
Microbiology degree or equivalent, in chemistry, bioscience, or related discipline	(E)
A management, finance or HR qualification or equivalent	(D)
Experience	
Extensive experience in providing administrative and project management support for successful project delivery	(E)
Experience working with senior-level staff or equivalent, including managing academic and clinical personnel	(E)
Experience of working in the Higher Education sector, the NHS or a research organisation	(E)

Experience of managing budgets, financial reporting and providing sound financial management advice to budget holders	(E)
Experience of working in an interdisciplinary research team and building relationships and processes across organisational boundaries	(E)

Knowledge

Competent with Microsoft Office applications	(E)
A high standard of numeracy, and the ability to interpret financial information and communicate it to academic and research staff	(E)
Knowledge of the funding environment and costing processes including FEC and grant submission portals	(D)

Skills & Abilities

Ability to develop effective & strong working relationships with all levels of staff	(E)
Ability to take ownership of actions and follow them through to completion in a complex matrix organisation	(E)
Strong project management support skills	(E)
Strong interpersonal skills, a professional demeanour, and a proactive, flexible approach to work	(E)
Evidence of ability to work with critical attention to detail and high levels of tact, discretion and diplomacy	(E)
Creative approach to problem-solving	(E)
Excellent verbal communication skills and the ability to deal with a wide range of people	(E)
Excellent written communication skills and the ability to write for publication	(E)
Excellent organisational skills with an ability to prioritise and manage your workload to meet deadlines,	(E)
Ability to work independently and as part of a team, as required and to be open-minded and cooperative	(E)
Ability to own and resolve problems using own initiative where necessary	(E)

Other

Flexible attitude towards work	(E)
Willingness to undertake any necessary training for the role	(E)
Willingness to travel between campuses as required	(E)
Willingness to work out of normal working hours (including weekends) if the requirements of the project demand	(E)
Willingness to take an active role within the section, department and wider Fleming Initiative	(E)

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Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

Imperial is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in our care are treated with full respect, and that all staff involved with this work show due consideration at every level. Find out more about animal research at Imperial.

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