

Job Description: Research Project Manager

About us

RQ Biotechnology Ltd is a UK-based virology company whose mission is to discover and develop long-acting monoclonal antibodies (LAABs) against seasonal influenza with the goal of providing immediate, powerful and long-lasting protection against the risk of severe viral disease. Following our £85.5M Series A fundraise, we are now conducting pre-clinical development of our product candidate and are advancing research on a next generation product pipeline in parallel.

About the role

The Research Project Manager will provide project management activities at RQ Bio for research projects across the company's LAAB pipeline.

The role will report to the Head of Programme Management and will be accountable for translating project activities into executable plans, ensuring delivery against timelines, budgets, and quality expectations. The Research Project Manager will work closely with research team members and external partners to ensure seamless coordination and progression of project tasks. A key focus of the role will be to maintain partner/vendor communications and relationship management.

Success in this role will require strong prioritization, organisational, and execution skills. You will be comfortable operating in a lean, fast-paced biotech environment, with hands-on delivery across projects. The role presents an opportunity to be involved in both delivering assets through to clinical development and building a suite of discovery projects from the beginning.

Role profile

- Oversees the end-to-end planning, execution and delivery of research projects to support RQ Bio preclinical and discovery activities.
- Develop and maintain project Gantt charts and budgets, ensuring alignment across scientific, operational, and external activities and delivery against agreed timelines, budgets, and quality standards.
- Partner with the Project Teams to develop, manage, and track projects, ensuring alignment with plans and early identification of variances.
- Provide clear and concise project updates to project teams and the Programme Management Team, including RAG status, progress against milestones, and proactive identification and communication of risks, issues and decision points.
- Partner with business development and finance functions to ensure contractual terms and costs are tracked and communicated.
- Coordinate external partners where required (e.g. CROs, academic collaborators), ensuring effective

communication and delivery against project objectives.

- Input into the development and implementation of project management tools, processes, and best practices across the organisation.
- Foster a collaborative and delivery-focused culture, enabling effective cross-functional communication and alignment.

Essential skills and experience

- Experience working in a scientific setting (typically 4+ years).
- Experience in project management (typically 2+ year).
- Experience managing and prioritising competing activities, consulting and informing stakeholders where necessary.
- Experience coordinating external partners e.g. vendors, laboratories and academic collaborators.
- Ability to operate effectively in a small, fast-paced biotech environment, balancing project planning with hands-on execution.
- Excellent communication skills, with the ability to distil complex scientific information into clear, actionable tasks.

Desirable skills and experience

- Experience in biotech, biologics development and/or infectious disease projects.
- Experience supporting discovery programmes and/or programmes progressing through IND and early clinical development.
- Experience supporting vendor and stakeholder communications, fundraising.
- Scientific background (e.g. PhD or equivalent experience) in a relevant discipline.
- Experience with Smartsheet PM SaaS.

Working arrangements and benefits

- The position can be hybrid, with an on-site presence required at our labs in West London (at least 2 days/week; specific days to be discussed). Occasional travel and after-hours work may be required, particularly when working with international partners.
- We offer a competitive salary, commensurate with qualifications and experience, and a benefits package including pension and health insurance.
- Candidates must have the right to work in the UK, or eligibility to obtain it.

To apply, please email your CV and brief cover note to careers@rqbiotechnology.com quoting reference **RQ2605**. Our Candidate Privacy Notice can be found on the careers section of our website.