

# Project Manager Job Ad 2014

The Pistoia Alliance (<http://www.pistoiaalliance.org>), a precompetitive alliance of life science companies, technology vendors, publishers, and academic groups, seeks to recruit a pool of part-time project managers that can be called upon to lead the development of projects within its portfolio. The successful candidates will be experienced, delivery-focused project managers with excellent track records. High-level responsibilities include:

- Create and manage the project charter, budget, and delivery plan
- Build, manage and motivate the project team as a mixture of volunteers and paid contractors
- Interfacing with Pistoia Alliance officers, the operational team, and members to effectively champion Alliance goals
- Be the public face of the project

## Background

The Pistoia Alliance aims to lower barriers to innovation in life science R&D by improving the interoperability of R&D business processes through precompetitive collaboration.

A 13-member Board of Directors has historically directed the Alliance by determining the “what” of the Alliance’s project focus. An operational team of officers and staff members have carried out the “how,” including day-to-day operations and supporting the development and funding of the project portfolio.

Project delivery activities of the Alliance are founded in project groups comprising a steering committee, a project lead (often with significant domain expertise), externally contracted project managers, volunteers from member organisations, and additional paid resources as required.

The Alliance is now developing a wide range of portfolio projects covering a broad selection of research domains, technology, and standards. The full list of projects under consideration at any one time can be found on the Pistoia Alliance IP3 website.

Our aim in building a pool of project managers is to provide us with a selection of pre-qualified candidates that we can call upon when new projects are ready to go. Candidates successfully admitted to the project manager pool will be given first refusal on all new projects before they are advertised externally. Admission to the pool is not an offer of employment and there is no guarantee of work.

## Role description

Reporting to the Executive Director Operations, the project manager (once assigned a project) will be required to:

1. Provide leadership to the Pistoia Alliance in defining, developing, and funding projects and programmes with appropriate resources to meet their objectives. This will include
  - a. Understanding the mission of the Pistoia Alliance and leveraging this understanding align the project portfolio, seek out portfolio projects, and recruit interested parties to advance projects
  - b. Developing and maintaining a project definition and funding life cycle for Pistoia projects and leading operational planning for projects across this life cycle
  - c. Developing business case justifications, market analyses, and cost/benefit studies for proposed projects to support the project portfolio
  - d. Socialising project ideas with appropriate internal and external parties to confirm project scope and secure buy-in
  - e. Liaising as necessary with the operational team, board, and general membership to report progress and communicate the Pistoia Alliance’s owning the key processes associated with the transition from working group to project definition, proposal and funding.
2. Ensure that portfolio projects and related programs are well coordinated with the Pistoia Alliance executive director and work with the Pistoia Alliance external liaison to identify and liaise with allied external groups and coalitions.
3. Report on the progress of the developing project portfolio, provide regular program summaries and reviews as needed for board approval or discussion, and assist in dissemination communications more broadly with the Pistoia Alliance communications officer.
4. Serve on the operational team and participate in strategic and operational governance processes of the Pistoia Alliance

## Qualifications and Experience

Candidates should possess the strategic and business experience to strengthen and advance the Pistoia Alliance project portfolio, focusing on the key themes that drive the benefits of the program. The candidate should be able to think and act strategically, tactically, and creatively within time and budget limits. Other desired qualifications include:

- BA/BSc or equivalent
- Strong project/program development and funding experience
- Experience with life sciences, especially its vocabulary, processes, and challenges with respect to information and service provision
- Experience of working with virtual teams and driving relationships in this environment
- Excellent people skills, with an ability to partner with a multi-national, geographically-distributed board of directors and leadership team
- Flexible and organized with an ability to multi-task; work within an ambiguous, fast-moving environment; set priorities; and lead distributed teams toward a delivery goal
- Personal qualities of integrity, credibility, and commitment to the mission of the non-profit organization

Geographic location of candidates is not critical since the Pistoia Alliance is spread widely.

## Salary and Benefits

Admission to the pool does not confer any salary or benefit. However, should a member of the project manager pool subsequently be offered a project to manage, then this will be a contract position requiring between 8 and 16 hours per week to be aligned to Pistoia Alliance processes. Flexibility will be required given the global reach of the Alliance and its portfolio. The contract will be offered for a period in line with the planned duration of the assigned project, typically twelve months, and may be renewed on the agreement of both parties only if the project itself is extended. Contract terms will be commensurate with qualifications and experience but aligned to a project manager within a life science R&D organisation. No other benefits are provided. The project manager is expected to provide computer and internet access and a suitable working environment to carry out the role which will involve telephone online conferences. The majority of the work is currently done virtually. Some travel (reimbursed via the Pistoia Alliance) may be required to meetings in US/Europe and would be up to three times a year.

## To Apply

Email cover letter, résumé (no more than 2 pages), and details of three referees (Microsoft Word or .PDF files only) to [jobs@pistoiaalliance.org](mailto:jobs@pistoiaalliance.org)

No third party applications will be accepted.

In line with the Pistoia Alliance's methods of virtual working all interviews are expected to take place via phone call or videoconference, but face-to-face interviews may still be offered depending on location.