

Project Manager Role Description 2014

Role Description

- Lead and drive delivery of the project to an on-time on-budget completion
- Leading an international project team in a virtual, remote-working environment spread across multiple timezones, with occasional early morning or late evening calls
- Create the project charter, budget, and delivery plan then ensure it is met
- Coordinate with the project steering committee via the project leader to align deliverables with expectations
- Coordinate with the core operations team to align activity with other projects, manage budgets, and allocate resources
- Coordinate with the core business development team to assist with fundraising
- Build, manage and motivate the project team as a mixture of volunteers and paid contractors
- Produce regular reports and updates on progress against the charter and delivery plan
- Share and update all project resources, information and documentation using the systems provided by the core operations team
- Manage the content of the project website
- Convene the project steering committee meetings, take minutes, and follow up
- Convene the project team meetings, take minutes, and follow up
- Ensure that team member attendance at all project team and steering committee meetings is maintained at suitable, functional levels
- Avoid delay or disruption by identifying unreliable resources or unachievable goals early on and planning ahead to work around them
- Work with the core marketing team on developing appropriate marketing materials and presenting them at webinars, conferences and meetings
- Attend conferences and present project updates where appropriate
- Be the public face of the project
- Contribute to the ongoing development of the Pistoia Alliance project management processes and standards
- An experienced project manager with several whole-lifecycle projects under their belt
- Self-starter able to select own management methodology and work independently
- Agile IT or IS project exposure
- Equally comfortable working with senior executives and junior developers
- Calm under pressure
- Pro-active decision maker
- Excellent communicator in English, both in writing and verbally
- Able to work with a 100% remote and virtual team with almost no face-to-face contact
- Life sciences industry exposure
- Grant or proposal writing experience
- Led teams that are part or all volunteers and understand how to motivate them
- Worked with virtual teams across multiple timezones, nationalities, and geographies
- Contributed to marketing and product development strategies
- Recruited own team members

Person Description

Essential

- An experienced project manager with several whole-lifecycle projects under their belt
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- Equally comfortable working with senior executives and junior developers
- Calm under pressure
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Desirable

- Life sciences industry exposure
- Grant or proposal writing experience
- Led teams that are part or all volunteers and understand how to motivate them
- Worked with virtual teams across multiple timezones, nationalities, and geographies
- Contributed to marketing and product development strategies
- Recruited own team members