

**Pistoia Alliance is looking for Project managers to develop our Portfolio of projects.**

**Together we can make a difference to lowering the barriers to innovation in life science and healthcare R&D through pre-competitive collaboration.**

The Pistoia Alliance is a member-driven, non-profit, life sciences industry group dedicated to advancing innovation in life science R&D through pre-competitive collaboration. Its membership is drawn from biopharma, technology companies & software vendors, publishers, consulting practices, academics and government institutes. The Pistoia Alliance operates as a virtual organization, advancing its mission primarily through member-driven projects & communities, while also hosting webinars, conferences, and networking events.

### **Role**

The Project Manager manages and co-ordinates across all technical and service aspects of a project. This will range from initial discussions with members and interested parties, development of the project requirements, documentation aspects of setting up the project and management of all project related activities through to project completion.

### **FAIR Project summary:**

The FAIR Implementation project is growing its successful FAIR Toolkit, launched in mid 2020, as a dynamic website. In parallel, it is developing content for a best practise guide for FAIR Implementation of clinical trial and healthcare data by Pharma industry, including knowledge service provider SMEs. Collaboration with numerous clinical standards and FAIR player organisations is vital for successful delivery, high visibility and impactful value to our members, especially the project funders.

### **Essential skills and experience for the FAIR project:**

- Skills in data management best practise gained from experience, preferably from working in a large organisation, such as a Life Science academic institution or industrial enterprise such as pharma.
- Knowledge of data management and governance, including standards such as the FAIR guiding principles and experience of their practical implementation, preferably from working in a large organisation.
- Leadership and communication skills to drive and represent the FAIR project as a visible and active contributor and collaborator at selected external events.

### **Desirable skills and experience for the FAIR project:**

- A track record of initiation and maintenance of collaborations with selected external partners.
- Technical skills to create or edit content on the FAIR project wiki and toolkit web pages.

### **Key Responsibilities:**

- Manages the delivery of all technical and service aspects of projects for Pistoia member community
- Serves as the internal link within Pistoia and have direct contact with all internal departments and direct one on one contact with project members.
- Initiates the involvement of appropriate departments, maintaining continuous communication with those departments, and ensures the work delivered to members is of a consistently high standard.
- Host and coordinates regular project meetings usually via zoom, including preparation and follow-up actions.
- Support business development teams to enable them to support with fund raising activities and project recruitment of members.
- Tracking of projects via Gantt charts and business case production.
- Provides accurate and timely financial forecasting and reporting.
- Responsible for revenue recognition for projects and support final production information for the Accounting Department, prior to invoices release.
- Participates in cross-functional business process improvement activities as required.
- Periodic representation of the Pistoia Alliance at (currently virtual) conferences, twice yearly.

**Minimum Requirements/Qualifications:**

Requires excellent organizational, planning, verbal, written and numerical skills with the ability to analyse and define solutions and manage multiple tasks to meet strict deadlines.

Requires strong and effective communicator with the ability to effectively present information and respond to questions from groups of managers and clients.

Requires accredited college, university or recognized professional degree, preferably in life, data or computer science.

Prefer an advanced degree in life, data or computer science.

Requires proficiency in personal computer applications (e.g. Microsoft Word, Excel, PowerPoint, Outlook).

PRINCE2 or other project management qualifications are beneficial

**Job Types:** This is a contractor role and initially we expect 1.5 days a week per project.

Part-time, Contract