



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

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

The Pistoia Alliance is a member-driven, non-profit, life sciences industry group dedicated to advancing innovation in life science R&D through precompetitive 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 organisation, advancing its mission primarily through member-driven projects & communities, while also hosting webinars, conferences, and networking events.

Role

The Project Manager manages and coordinates 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.

IDMP Ontology Project summary:

The IDMP Ontology project intends to build an ontology covering all of the IDMP required data elements following a FAIR data approach. Pistoia Alliance plans to create a community of pharmaceutical end-user companies and technology providers to develop the IDMP ontology as a precompetitive delivery. In the first step, we will define the use-cases; and demonstrate how a semantic approach will provide extra benefit for the end-users compared to current data models.

Essential skills and experience for the IDMP Ontology project:

- Skills in data management best practice 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 practical implementation experience, preferably from working in a large organisation.
- Understanding of the current EMA IDMP activities and a basic knowledge of regulatory requirements in the Pharmaceutical Industry.
- Leadership and communication skills to drive and represent the IDMP Ontology project as a visible and active contributor and collaborator at selected external events.

Desirable skills and experience for the IDMP Ontology project:

- A track record of initiation and maintenance of collaborations with selected external partners.
- Technical skills to use collaboration tools to discuss FAIR and Ontology content with a large community.

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 fundraising 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:

- Excellent organisational, planning, verbal, written and numerical skills with the ability to analyse and define solutions and manage multiple tasks to meet strict deadlines.
- Strong and effective communicator with the ability to effectively present information and respond to questions from groups of managers and clients.
- Advanced degree in life, data or computer science preferred
- Proficiency in personal computer applications (e.g. Microsoft Word, Excel, PowerPoint, Outlook).
- PRINCE2 or other project management qualifications are beneficial
- Proven working experience in Project Management min 3 years or Data Science/Data Management min 1 year or Regulatory Affairs/Health Science min 1 year

Job Types: This is a contractor role and initially, we expect 2 – 3 days a week for the project.

Part-time, Contract