

The Pistoia Alliance is seeking an experienced, part-time project lead (1 to 2 days per week) to manage its [User Experience in Life Sciences Community of Experts](#).

This vibrant and enthusiastic community, with ~120 stakeholders, has delivered numerous deliverables including the [User Experience for Life Sciences toolkit \(UXLS\)](#) which was a finalist in the [BioIT World 2018 Best Practices Award](#). In addition, the UXLS community runs a yearly face-to-face conference.

The project lead will support the UXLS community in achieving their two key goals of nurturing and fostering the sharing of best practices amongst members and raising awareness of the value of UX in the life sciences.

Responsibilities include:

- organising regular meetings enabling UXLS project members to collaborate on key topics such as Research Operations, Accessibility and Lab of the Future.
- scheduling a program of sharing best practices through our UX therapy sessions.
- organising and documenting quarterly meetings of the steering committee (i.e., the representatives of the Pistoia Alliance member companies that financially support the work of the UXLS)
- producing the annual, 2-day, face-to-face conference for ~ 100 registrants with support from the conference steering team.
- exploring cross-collaboration opportunities with other Pistoia Alliance projects.
- responsible for tracking budget expenditure and burn down rate of the project.
- exploring communication strategies to support project goals.

Minimum Requirements

- 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 effectively to present information and respond to questions from stakeholders.
- UX qualifications would be beneficial but not essential.