



### **Job Description**

Position: Facilitator – Pistoia Alliance Chemical Format Exchange Committee (Part-Time)

Location: Primarily virtual, with occasional in-person meetings

Job Type: Contractor role (1-2 days per week)

### **About the Pistoia Alliance**

The Pistoia Alliance is a global, member-driven, not-for-profit organisation dedicated to lowering barriers to innovation in life sciences R&D through pre-competitive collaboration. Our membership includes pharmaceutical and biotechnology companies, technology vendors, publishers, consultancies, academic institutions, and government bodies. We deliver our mission through member-driven projects, expert communities, webinars, conferences, and networking events.

### **Role Overview**

We are seeking a knowledgeable, well-connected, experienced and energetic Facilitator, with a background in Cheminformatics, to establish and run the newly formed Pistoia Alliance Chemical Format Exchange Committee (CFEC). The CFEC is being created to tackle persistent challenges in chemical data interoperability by fostering industry-wide consensus on formats, standards, and exchange protocols. This role provides a unique opportunity to work with leading pharmaceutical companies, software and service providers, and academic experts to deliver practical solutions that improve efficiency, reduce errors, and enable FAIR chemical data exchange. The successful candidate will combine strong project management and meeting facilitation skills with an understanding of cheminformatics and chemical data workflows. They will thrive in a multi-company, collaborative environment, ensuring alignment across diverse stakeholders and maintaining momentum toward delivery.

### **Key Responsibilities**

#### **Project Management**

- Establish, coordinate, and oversee the Chemical Format Exchange Committee, ensuring progress against agreed objectives and milestones.
- Develop and maintain project plans, budgets, timelines, and deliverables in line with Pistoia Alliance processes.

- Organise and chair regular committee meetings (virtual and occasional in-person), preparing agendas, minutes, and follow-up actions.

#### **Stakeholder Engagement & Facilitation**

- Engage and manage relationships with member companies, technology providers, academics, and standards organisations (e.g. IUPAC, InChI Trust).
- Foster participation and collaboration across the Committee, ensuring alignment despite differing corporate priorities.
- Support marketing & fundraising activities and project recruitment of additional members.

#### **Technical & Community Leadership**

- Guide discussions on chemical data formats and exchange standards, ensuring proposals are practical, consensus-driven, and informed by existing initiatives.
- Facilitate working groups to draft, test, and validate recommendations, validation sets, and documentation.
- Explore synergies and cross-collaboration with other Pistoia Alliance projects and external standards bodies.

#### **Tracking & Reporting**

- Track project progress using agreed tools (e.g. Gantt charts, project dashboards).
- Provide timely updates and reports to the Steering Committee, sponsors, and Pistoia Alliance leadership.
- Ensure accurate forecasting and reporting of project finances.

#### **Qualifications & Experience**

##### **Essential**

- Proven management experience, ideally in a life sciences R&D or informatics context.
- Excellent organisational, facilitation, and communication skills with the ability to coordinate international, multi-stakeholder collaborations.

- Strong understanding of chemical informatics concepts (e.g. structure representation, identifiers, exchange formats)
- Proficiency with common collaboration tools (e.g. Microsoft Office, Teams, Zoom, project tracking software).

**Desirable**

- Experience with cheminformatics standards (e.g. InChI, SMILES, CDX, CML, HELM).
- Familiarity with community engagement and consensus-building processes.
- Advanced degree in chemistry, informatics, or a related discipline.

**What We Offer**

- **Impact:** Help shape industry-wide approaches to chemical data exchange, improving efficiency and interoperability across pharma R&D.
- **Collaboration:** Work with leading pharmaceutical, technology, and academic organisations in a highly visible, pre-competitive initiative.
- **Flexibility:** Part-time, contract role with primarily virtual engagement.
- **Growth & Visibility:** Opportunity to expand your professional network and develop leadership experience working with senior scientific and technical staff from global pharmaceutical companies and vendors in a collaborative environment.

**How to apply**

Please apply with cover letter and CV to [HR@pistoiaalliance.org](mailto:HR@pistoiaalliance.org)