



FETAL  
MEDICINE  
RESEARCH  
CENTER

**BCNatal | Fetal Medicine Research Center**  
Hospital Clinic and Sant Joan de Déu,  
Universitat de Barcelona



**Position:** PMO Manager / Consultant: Proactive, effective, dynamic, able to take responsibility and responsive project manager with experience and leadership skills.

BCNatal | Fetal Medicine Research Center is conducting a new ambitious research project on fetal surgery and therapy to develop an artificial placenta, which involves animal experimentation. We are looking for an enthusiastic individual to work as project manager of this new project.

### **Context**

BCNatal | Fetal Medicine Research Center, directed by Prof. Eduard Gratacós, is a multidisciplinary research centre in fetal and perinatal medicine, recognised as one of the world's best research teams in the field.

Accredited by the Spanish government as an excellence research centre, it works to find solutions to diseases of prenatal origin. The centre is ranked among the top international research groups in maternal-fetal medicine.

BCNatal-FMRC is the research branch of the BCNatal clinical centre, providing a privileged environment for clinically applicable and translational research.

### **Conditions**

- Full time position
- Salary range depending on the experience of the candidate
- Economic bonuses depending on the objectives achieved
- Starting date: immediately

### **Application process:**

Send your CV and a motivation letter including at least two references, which will not be contacted without your permission, to our scientific manager Elisenda Bonet Carné ([elisenda.bonet@sjd.org](mailto:elisenda.bonet@sjd.org)).

## **Main purpose of the job**

Project Management of the BCNatal Artificial Placenta Project.

The Project Manager (PM) is expected to overlook the project as a whole and track the different activities, to ensure compliance with the planned activities and goals, by means of standard methodology (i.e. agile or similar).

The PM is presumed to strengthen the project execution but also, they should sense the project as their own, being involved in several tasks from daily ones to general ones. The PM must keep the project updated not only in the documentation but also in their mind.

This is a transversal position, working directly with the principal investigator, the management group, but also with whole team to monitor the effective timetabling and deadlines accomplishments.

## **Main duties and responsibilities**

- Main responsible of the project follow-up and compliance with deadlines.
- Transfer the goals defined by the steering committee to the team and ensure its compliance (active follow-up).
- Maintain documentation up to date (including Gantt diagram and costs).
- Foresee potential deviations and plan contingencies.
- Write/collaborate on writing of reports (internal and external), additional proposals, presentations, and documentation on regular basis and ad hoc.
- Schedule and organize follow up meetings.
- Oversee and make sure that experiments are properly planned and conducted.
- Assist with the hiring processes and purchases within the project.
- Assist in external relationships, including funders, other scientific partners, and the institutions.
- Oversee, assist in the creation and keep updated and classified the project's Standard Operating Procedures (SOPs).
- Prepare/collaborate on getting the documentation for the Ethics Committee.
- Develop and maintain an efficient data management system to ensure prompt and accurate processing of the project data.
- Ensure prompt and efficient response to queries (daily trouble shooting), acknowledging all communication, and ensuring efficient flow of information.
- Ensure good practices where applicable, including Data Protection Law, Good Clinical Practice guidelines of 4Rs and ethics involving animals in research.
- Perform other duties as are within the scope, spirit and purpose of the job description as requested by the Principal Investigator, Scientific Manager or the Scientific Coordinator. This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder. The appointee will be expected to carry out any additional duties as may reasonably be required within the general scope and level of the post.

## Key Profile Requirements

Looking for an enthusiastic proactive candidate ideally with leadership skills, in their late junior / mid-career stage (graduate + few years' experience as PM – not mandatory) with desires to grow and expand their knowledge and experience while working on a world-class R+D+i project.

The successful candidate should be educated to graduate degree (engineer, ideally with demonstrable managerial experience through their career or during their studies (ideally at least 2 years). They should have excellent organizational and time management skills and particularly good knowledge of creating and manipulating a considerable amount of data. They must have the ability to organize and prioritize a varied and demanding workload.

The PM is not expected to conduct personally research, but the ability to understand the main aims of the project as a whole is relevant; while not mandatory, a background in scientifically-related activities will be considered an asset. Likewise, previous experience for auditing/accounting firms will be an asset.

## Person Specifications

Criteria	Essential or Desirable	Assessment method (A-Application /I-Interview)
<b>Qualifications, experience and knowledge</b>		
Degree in Engineering, Economics or similar	Essential	A
Experience in project management and PM tools	Essential	A + I
Experience in writing reports and presenting results	Essential	A + I
Experience in highly demanding positions, managing projects	Desirable	A + I
Fluency in English	Desirable	A + I
<b>Skills and abilities</b>		
Strong analytical Skills.	Essential	A + I
Good leadership and managerial Skills	Essential	I
Strong organisational skills, ability to prioritize, meet time-critical schedules and multitask in a dynamic environment	Essential	A + I
Ability to work under pressure whilst working accurately and maintaining thorough <b>attention to detail</b>	Essential	A + I
Proactive and not reactive attitude, to get things done as quick as possible and with independence	Essential	A + I
Knowledge of Agile / Lean methodologies	Desirable	A + I
Excellent verbal and written communication skills (including accurate grammar, spelling and punctuation)	Essential	A + I
Hands-on attitude, capability of spending hours and days on the ground	Essential	A + I
Strong experience in Excel / Power Point / Word processing	Essential	A + I
Excellent report-writing skills	Essential	A + I
Good interpersonal skills, ability to liaise with various profiles	Essential	A + I
Ability to work independently and as part of a team	Essential	I
Be willing and able to learn and use new systems quickly	Essential	I
A flexible approach to work, including ability to take up new tasks when required	Essential	I