

TERMS OF REFERENCE

Project Manager Innovation Department

Title: Project Manager

Reporting to: Program Coordinator (100% FTE)

Context: The department of Innovation contributes to the mission, the vision and the objectives of ISGlobal by providing support to the whole ISGlobal organization to protect intellectual property and to transfer knowledge and technology, as well as to develop models to make knowledge available to larger communities. Moreover, the “Responsible Research and Innovation” components have been put as core elements of its strategy, therefore giving strong attention to the public engagement in research and innovation endeavours.

Part of the Innovation team contributes to this new line of transversal and integrative work, whose main objective is to respond to the problems and needs of civil society through scientific research and innovation projects. This research approach includes the participation of ISGlobal researchers and implies developing research action methodologies such as science shops and science cafes.

In this setting, ISGlobal is actively working in collaboration with different groups from the Hospital Clinic, and have together been awarded the coordination of the H2020 CE-funded research project “InSPIRES” and an EIT-Health training project named “CRISH”.

General objectives

1. Mission 1: Project management of assigned projects

- a. Management of the partners
 - i. Preparation and coordination of meetings (steering committees, consortium committees, evaluation meetings with European Union)
 - ii. Agenda and minutes writing
 - iii. Follow up on action items within the team and with partners
- b. Execute project within agreed budget and timeline
 - i. Regular follow up of budget with ISGlobal financial officer
 - ii. Follow up with partners on implementation of actions and budget
- c. Ensure constant communication with and reporting to the European Commission
 - i. Participation in meetings with EC Project Officer when requested
 - ii. Preparation of technical reports ensuring on-time submission
- d. Contribute to the scientific development of research project activities when requested
- e. Participation in the elaboration of official reports, and associated publications

2. Mission 2: Coordinate activities with the other Innovation projects at ISGlobal and Clinic Hospital

- Ensure constant communication with other key members of the environment
- Actively participate in other meetings when requested

3. European Projects and International Cooperation

- Monitoring of calls for projects (H2020, EIT, NIH)

A partnership of:



- Build on synergies between InSPIRES and other projects on the same topic and actively participate in the design and writing of future proposals

Requested experience

- A minimum of 5 years of experience in project management of research and/or innovation and/or institutional projects;
- A minimum of 5 years of experience in the health, research and/or innovation organizations
- Project management and communication skills
- Experience in qualitative research methods
- Experience in European projects and grant writing

Requested competencies

- Graduate degree in the health sciences, social sciences and/or humanities
- Certified Health Specialization as well as any other additional biomedical training will be positively valued
- Ability to multitask so as to support multiple projects
- Ability to work under pressure
- Problem solving skills
- Team player with the ability to play different roles within the team
- Good presentation skills
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Languages

- Very high level of English and Spanish, both written and spoken
- Another European language will be positively evaluated

How to apply:

Applicants must send a CV and a cover letter and passport copy by email to job@isglobal.org, with the subject heading **PM_Innovation**. The closing date for the receipt of applications is **October 12nd**.

Applications will be accepted until 17.00 CET of the closing date.

Only shortlisted candidates will be contacted

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Le informamos de que sus datos serán utilizados por la Fundación Privada Instituto de Salud Global Barcelona (ISGlobal), CIF: G65341695, Dirección postal: Calle Rosselló, número 132, 2º, 5º y 7º de Barcelona (08036), Número de teléfono: (+34) 932 271 806, Correo electrónico: info@isglobal.org.

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