



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**. This recognition proves that VHIR endorses the general principles of the **European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (Charter & Code)**.

Thus, there are no restrictions of gender, national origin, race, religion, sexual orientation or age and **candidates with disabilities are strongly encouraged to apply.**

Scientific Project Manager. Rheumatology Research Group

VHIR offers a vacant position for a Scientific Project Manager looking for a self-motivated person with a science and data background and experience in research project management

JOB DESCRIPTION

The Scientific Project Manager will be responsible for leading the development and execution of research projects assigned. The candidate will have to work closely with the researcher and build all the necessary strategies to assure the perfect projects execution.

The scientific project manager will report to the responsible of the Research Management Office.

Education and qualifications:

Required:

- Bachelor's degree in science
- Master's degree in science

Experience and knowledge:

- More than 4 years of experience in research project management.
- Excellent interpersonal and communications skills
- Excellent organizational skills
- Strong analytical and problem-solving skills and excellent judgment
- Supervisory skills
- Ability to work under deadlines
- Ability to work with human study participants
- Knowledge of research monitoring, clinical trials and auditing
- Knowledge of good clinical practice and regulatory requirements (i.e. personal data protection)
- Good database and spreadsheet management skills
- Fluency in spoken and written English.

Main responsibilities and duties:

- Responsible for planning of executing the projects assigned (milestones)
- Assessing risks and planning strategies for any contingencies related to the projects
- Managing assigned project teams via regular follow-up meetings, providing clear assignments and disciplined timelines and coordinating schedules and reports
- Interfacing with clinical investigators, medical staff, monitors, scientists and informaticians
- Managing the formalization of agreements and contracts (scientific collaboration, contracts with third parties, etc.)
- Economic project management: compare the planned / budgeted initial conditions for the project versus the real development/expenses
- Writing project reports and deliverables
- Report ongoing work and findings to the principal investigators
- Collaborate with the principal investigators to design a research approach of a project and/or integrate results of the entire project.
- Formally supervise and train new management staff

Labour conditions:

- Full-Time position (40 hours per week). The person selected will join the Research Management Office.
- Salary: 30.000-35.000€ (in accordance with qualifications and experience)
- Start date: June 2021

What can we offer?

- Skilful and social colleagues in a dynamic environment.
- Challenging tasks and a wide range of responsibilities.
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).
- Annual teambuilding events

Applicants should submit a full Curriculum Vitae and a cover letter with the reference CV's PM Scientific Unit Rheumatology to the following email addresses: elena.granell.pallares@gmail.com and seleccio@vhir.org

