

Job Title: EUROPEAN SENIOR PROJECT MANAGER

Who we are

At TEAMIT, we believe that international multistakeholder collaboration in innovative biomedical research can deliver better health for all. To fulfil this vision and actively contribute to the advancement of health research, we support large and ambitious multi-disciplinary projects, well-founded partnerships, and observational study networks across Europe.

Our areas of expertise include international project management, consortium building and governance, knowledge transfer, communication and dissemination, and sustainability and exploitation of results so that innovative research ideas grow into successful projects and deliver far-reaching impact. We also specialise in the scientific management of multinational drug safety and pharmacoepidemiology research, through Teamit Institute, a spin-off of Teamit Research.

Job Description

JOB PURPOSE

TEAMIT wishes to appoint a dynamic Senior Project Manager to work in the R&D Projects Unit working in close collaboration with the Project Managers responsible for the overall management of the different projects and initiatives run by the R&D Projects Unit. This role presents an exciting opportunity for an experienced project manager to support the management and coordination of European funded projects and development of new research proposals, primarily in the Health Sector in an environmentally friendly setting.

OVERALL KEY RESPONSIBILITIES

- To take responsibility as lead project manager of one large and ambitious HE project.
- To support the Head of R&D Projects Unit in the management, co-ordination, and monitoring of activities for the current TEAMIT portfolio of EU funded projects as well as the development of new proposals.
- To contribute to the development of a targeted strategy to secure EU and other types of funding in line with TEAMIT's strategic plan.

ESSENTIAL FUNCTIONS/DUTIES

- Responsible for the coordination of a large European funded project (approx. €25M, 25 partners, 5 years).
- Ensuring and contributing to the implementation of best practice for the management of projects in close collaboration with the Project Managers.
- Work in close collaboration with the Head of Management to ensure internal processes and procedures are observed.
- Providing support and guidance to the team of project managers, including supervision of minutes, note taking, attendance to meetings, when required.
- Involvement and support to negotiation, finalisation of all grant agreements, consortium agreements and related grant contractual documents.

- Contributing to the successful and timely submission of applications to the EU resulting in additional funding streams for the organisation.
- Contribution to day-to-day management of European funded projects when required.
- Assisting the Head in the running of the Unit.
- Support in identification of new proposals.

PERSON SPECIFICATION: SKILLS, QUALIFICATIONS AND EXPERIENCE

Essential:

- University degree.
- Minimum 5 years' demonstrable experience in management and delivery of EU-funded projects.
- A good understanding and working knowledge of European programmes.
- Excellent organisational and project management, communication, and public relations skills.
- Excellent people and interpersonal skills with the ability to work on one's own initiative as well as in teamwork setting.
- Ability to manage and devise action plans and workflows to ensure timely delivery of objectives.
- Willingness to travel internationally when required.
- Excellent written and oral communication in Spanish and English. Knowledge of other European languages is an asset.
- Fluency in working with the Office package and especially with spreadsheets and PowerPoint.

Desirable:

- Specific training on Project Management will be a valuable asset.
- Experience on managing other complex distributed projects (e.g., Gates Foundation, NHI) will be a plus.
- Experience working in the Life Sciences field will be highly valued.
- Precision and attention to detail, ability to manage and follow up on assigned tasks independently.
- Prior experience working in the public research sector and/or with private-public partnerships will be a plus.

JOB OFFER

- Full time position in a dynamic environment.
- Renewable contract.
- Immediate availability.
- Salary to be negotiated according to profile.

Interested candidates please send your CVs and motivation letter to bespanol@teamitresearch.com indicating reference number 2022-01.