

BRIGHAM AND WOMEN'S HOSPITAL

Job Title: Project Manager

Date: April 2, 2019

Job Code: 00965R

Grade: 465z

FLSA Status: Exempt

Reports To: Tracy Batchelor, M.D., Chair, Department of Neurology, BWH

Page Pennell, M.D., Vice Chair, Academic Affairs, Department of Neurology, BWH

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

The Project Manager functions independently and under the direction of the Chair and the Vice Chair of Academic Affairs for the Department of Neurology. A hybrid position utilizing strong scientific skills while offering opportunities to work closely administratively with all Divisions within the Department of Neurology as well as with the Central Offices of Neurology Research Administration and Finance. This is a senior level position with prior academic or industry experience in clinical research project management preferred.

The position is divided into two main areas of concentration:

- A. Management of daily operations of the Chair's Research Portfolio including all aspects of project direction and administration. In addition, the position involves being a part of collaborative projects in translational neuroscience, helping to organize and direct new programs within our large Translational Research Department.
- B. Management, in collaboration with the Chair and Vice Chair of Academic Affairs, of the department's faculty development and the Harvard Medical School (HMS) promotion process. This includes coordination of promotion candidate review by the departmental promotions committee, pre-submission assembly of candidate promotion material, and liaison with the HMS Neurology Executive Committee and HMS Dean's office regarding candidates proposed by the department. The Project Manager will also work with the Vice Chair of Academic Affairs to develop a faculty mentoring program aligned with HMS promotion requirements. The Project Manager will also enhance communication and education of the departmental faculty around HMS promotions.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

RESEARCH – Department Chair

- Working closely with the Department Chair, participates in grant writing, editing and proposal development
- The incumbent will work closely with the Chair on new grant submissions and annual research progress reports, delivering within established timelines the required documentation to the institution/sponsor(s) in collaboration with all sites and personnel.

- The incumbent will establish strategic goals and objectives for research program development, optimize project work cycles, establish operating guidelines. Manages and implements the research design process (potentially at multiple sites)
- The Project Manager will also be responsible for interactions with collaborators, leading collaborative projects through the process and assembling Annual Progress Reports.
- The position holds responsibility to train the Chair's future staff on new regulations, novel issues in study design, informed consent, confidentiality, data quality control and other issues that arise with respect to the conduct of good clinical research practices. Provides expertise in Federal and hospital regulations.
- Will be a leader to execute plans in compliance with appropriate regulatory guidelines through start-up, implementation and data analysis. The Project Manager will have full responsibility for IRB submissions, amendments and renewals.
- The position involves being a part of collaborative projects in translational neuroscience, helping to organize and direct new programs within our large translational research Department.
- The position holds a close working relationship with the Neurology Research Finance Office on Pre and Post Award Management

HARVARD – Department Chairman and Vice Chair of Academic Affairs

- Incumbent works in collaboration with the Chair and Vice Chair of Academic Affairs to manage the department's HMS promotions process, to educate and communicate with faculty around HMS promotion requirements and processes, and to develop a mentoring and faculty development program for department members.
- The Project Manager provides guidance and assistance with elements of the promotion process including the HMS CV, reference lists, and Chief's letter.
- The Project Manager is involved with BWH/HMS Faculty Recruitment to include Advertising and HMS Search Committee processes, Initial HMS Appointment requirements
- The position is involved with Annual and Term Reappointment processes
- The position holds a close working relationship with the Neurology Executive Office and the HMS Faculty of Medicine Dean's Office.

QUALIFICATIONS: (Realistic, neither overstated nor understated, and related to the essential functions of the job.)

BS required, MS or doctoral degree preferred.

Minimum of 5 years of progressively more responsible research work experience. Prior supervisory experience required.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

Strong written & oral communication skills

Excellent time management skills

Strong organizational skills to formulate and complete vigorous timetables

Must possess the ability to make independent effective decisions in appropriate situations

Excellent judgment and ability to interpret information and protocol requirements
Strong interpersonal and leadership skills
Demonstrated knowledge of Research Procedures and Practices (Federal/Non-Federal/Industry)
Strong analytical, statistical and database skills
Outstanding interpersonal and leadership skills

SUPERVISORY

Ability to Supervise others effectively. Responsible for the overall supervision of Study Staff including hiring, training, firing, evaluating and disciplinary actions.

WORKING CONDITIONS

Busy office, clinical and laboratory environment
Position requires flexible hours to meet established deadlines

HOSPITAL WIDE RESPONSIBILITIES: These are required of all staff, regardless of position. Do not remove these standards.

Works within legal, regulatory, accreditation and ethical practice standards relevant to the position and as established by BWH/Partners; follows safe practices required for the position; complies with appropriate BWH and Partners policies and procedures; fulfills any training required by BWH and/or Partners, as appropriate; brings potential matters of non-compliance to the attention of the supervisor or other appropriate hospital staff.

APPROVAL:

(NAME)
Department Mgr. _____ Title: _____ Date: _____

(NAME)
Other, As Appropriate _____ Title: _____ Date: _____

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.

