

Job Description			
Job Title:	Senior Project Manager	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	Alliance for Clinical Trials in Oncology Foundation	Reports to:	Chief Administrative Officer (CAO)
Location:	Chicago	Travel Required:	Yes, 10%
Level/Salary Range:	\$	Position Type:	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
HR Contact:	Careers@alliancefoundationtrials.org	Date posted:	November 13, 2015
External posting URL:	https://alliancefoundationtrials.org/careers		
Internal posting URL:			
<p><u>Alliance for Clinical Trials in Oncology Foundation (Foundation)</u></p> <p>The Alliance for Clinical Trials in Oncology Foundation is a non-profit foundation that raises funds to support cancer research conducted by the <u>Alliance for Clinical Trials in Oncology (Alliance)</u>. The Foundation seeks to enhance and expand the ability of Alliance members to conduct cancer clinical research.</p> <p><u>Alliance Foundation Trials, LLC (AFT)</u> is a research organization that develops and conducts cancer clinical trials, working closely with pharmaceutical partners, research collaborators and the Alliance for Clinical Trials in Oncology scientific investigators and institutional member network. AFT seeks to fulfill the <u>vision of the Alliance for Clinical Trials in Oncology</u> to reduce the impact of cancer on people by uniting a broad community of scientists and clinicians from many disciplines committed to discovering, validating and disseminating effective strategies for the prevention and treatment of cancer. Established in 2014 as a limited liability corporation, AFT is managed by the Alliance for Clinical Trials in Oncology Foundation, which is its sole member. The AFT operational structure and funding sources are separate from the Alliance clinical trials program funded by the National Cancer Institute (NCI).</p> <p>Purpose/Scope:</p> <p>The Senior Project Manager, Operations will report to the Chief Administrative Officer (CAO) and manage projects that facilitate effective and efficient operations across the various Alliance, Foundation and AFT offices and programs. The Senior Project Manager will manage projects related to development of operational infrastructure and standard operating procedures.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Assist the Chief Administrative Officer in facilitating strategic planning activities and meetings by Alliance, Foundation and/or AFT leadership. • Develop the agenda for approval by the CAO and relevant managers for administrative, clinical operations and regulatory meetings, as needed. • Track the action items and issues related to the work of the operations groups and facilitate implementation of action plans. 			

- Assist in the implementation of initiatives for purposes of operational integration across Alliance programs. Assist in the implementation of initiatives for purposes of ensuring regulatory compliance with all relevant regulations, requirements and guidelines (e.g., Code of Federal Regulations, ICH Good Clinical Practice).
- Coordinate project teams/committees for development and maintenance of Alliance/AFT policies and procedures, and standard operating procedures. Keep abreast of current regulations and guidelines affecting the conduct of clinical trials. Review relevant regulations, policies and guidance documents, e.g., FDA and OHRP guidance regarding adverse event reporting. Propose revisions to Alliance and/or AFT policies and procedures, as appropriate. Develop related implementation plans for policy and procedure changes.
- Maintain close communication with Alliance program managers, directors, leaders and other staff as appropriate to ensure effective dissemination of operational/administrative information between programs and to participating institutions. Identify issues that require further discussion or action and recommend pathways for resolution.
- In conjunction with the communications staff and education/training staff at Alliance offices, coordinate activities related to communication, education and training of Alliance membership, clinical research professionals, investigators and other staff to ensure consistency in approach and implementation.
- Manage projects related to the development of information technology infrastructure, data security, quality assurance and third party organization management programs.
- Overall, assist the Chief Administrative Officer in facilitating effective matrixed operations programs for the Alliance program and/or the AFT program.
- For all above-noted areas of responsibility, develop detailed work plans, schedules, project estimates, resource plans and status reports. Conduct project meetings, track project milestones, create reports and analyze project related data. Ensure adherence to quality standards and review project deliverables. Recommend and take action to direct analysis and problem resolution. Distribute related materials and communicate with all stakeholders to ensure timely execution of project deliverables and resolution of issues. Provide project status reports to Alliance, Foundation and AFT leadership, as needed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree and a minimum of four years of related (project management and clinical trials) experience
- Ability to work independently and with a team
- Ability to handle multiple priorities
- Excellent organizational skills
- Excellent oral and written communication skills

PREFERRED SKILLS

Project management certification

Advanced proficiency in Microsoft Office software including Microsoft Projects

ADDITIONAL REQUIREMENTS AND NOTES

Must be able to travel approximately of 4-5 times per year.

The above statements describe the general nature of the job and do not represent an all-inclusive list of responsibilities.