

JOB DESCRIPTION
PROJECT MANAGER – for EU program REDgistry

Company

Hôpitaux Universitaires de Strasbourg,

Administrative contact: HUS:Mme Marion PEYSSOU, marion.peyssou@chru-strasbourg.fr

Medical & Scientific contacts: Pr Hélène DOLLFUS (head of Department, coordinator of ERN-EYE) and Dorothée LEROUX (ERN-EYE Project Manager)

The project team & the company details

The REDgistry project manager will work under the responsibility of the ERN-EYE head of department and ERN-EYE coordinator (Pr Hélène Dollfus) and in close collaboration with the ERN-EYE project manager (Ms Dorothée Leroux) and other members of the ERN-EYE team. He will be in close contact with the services of the hospital (IT services and communication in particular).

The Project Officer will work daily with following categories:

- Local partners (ERN-EYE, CARGO & SENSGENE team members)
- Provider REDgistry (procedure in progress)
- ERN-EYE members, especially those involved in the development of REDgistry
- Administratives representatives (Hôpitaux Universitaires de Strasbourg and in all ERN-EYE HCPs)
- Medical representatives (Hôpitaux Universitaires de Strasbourg and in all ERN-EYE HCPs)
- Legal departments of all ERN-EYE HCPs
- IT departments of all ERN-EYE HCPs
- European Commission spokespersons
- Main European research players in the field of rare disease registries
- Joint European Programme for the Coordination of Rare Diseases (EJP-RD) and its members (in particular Pillar 2 on registries)
- FAIR data steward assigned to ERN-EYE
- Patient groups

ERN-EYE, www.ern-eye.com

Job description

Full time job

Fluent (spoken and written) English required

Travels will be necessary to visit REDgistry members (ERN-EYE members)

Salary will depend on experience and diplomas according to the Public Function salaries

Project presentation

European Reference Networks (ERNs) are virtual networks involving healthcare providers across Europe. They aim to tackle complex or rare diseases and conditions that require highly specialized treatment and concentrated knowledge and resources. Health systems in the European Union aim to provide high-quality, cost-effective care. This is particularly difficult with rare or low-prevalence complex diseases or conditions. Between 5.000 and 8.000 rare diseases affect the daily lives of around 30 million people in the EU.

ERN-EYE, dedicated to Rare Eye Diseases (RED), currently consists of 29 healthcare-providers from 13 Member States (extension planned for end of 2020), with important interactions with patient groups and will cover RED conditions in four thematic groups: retinal RED, neuro-ophthalmology RED, pediatric ophthalmology RED & anterior segment RED; six transversal working groups are addressing common issue (genetic diagnosis, registries, research, training guidelines...). The project leader, Pr Dollfus, is based in the Hôpitaux Universitaires de Strasbourg.

We aim to significantly improve the care and treatment of patients suffering from rare eye diseases by collecting basic epidemiological data through the creation and implementation of a RED registry. The REDgistry project, ancillary to ERN-EYE, consists in the development of a basic registry for all ERN-EYE members in Europe. This project is granted to receive European funds and need to be managed daily to deal with all the steps of the development of an IT solution, including interoperability with other systems and its legal requirements.

The team

The local ERN-EYE team is composed by :

- Pr H el ene DOLLFUS (Chief of Department, coordinator of ERN-EYE) and
- Dorothee LEROUX (ERN-EYE Project Manager)
- Communication team : Part time communication officer and graphic designer
- Virtual clinic helpdesk team : IT specialist and MD fellow
- Research project officer

Duties and responsibilities

The REDgistry Project Manager will provide support to REDgistry project, working with the ERN-EYE Project Manager and other team members (communication team, helpdesk team) to achieve both projects success. REDgistry Project Manager will also work in direct collaboration with the HUS teams, mainly IT and legal departments..

Project Officer Duties and Responsibilities

Organize Project Meetings

Identify Problems or Risks

Manage the Schedule

Ensure the reporting of the project

Maintain Documents and follow-up of the legal declarations

REDgistry Project Manager will be responsible for maintaining crucial project documents with track project progress. He/she will file all project documents in an appropriate database or library, and ensure that all documents are accurate and are in accordance with EU and local legislation when appropriate. He/she will prepare report/notes on specific topics for the ERN-EYE Project Manager and the ERN-EYE coordinator.

Ensure the interoperability ancillary project efficient and operable

The REDgistry Project Manager will ensure that all interoperability linked projects will be developed smoothly and in accordance with EU and local legislation when appropriate. He/she is in contact with the involved actors in Europe (ERDRI platform, EJP-RD...)

Manage the EU calls advertising and surveillance for grants applications to develop REDgistry and linked interoperability projects

The REDgistry Project Manager will undertake surveillance, research and formulate recommendations for EU call for funding opportunities (grants) to develop REDgistry and linked interoperability projects. The REDgistry Project Manager will provide advice and information to stakeholders on emerging projects.

Skills, qualifications and Experience**Core skills:**

- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications
- Ability to work effectively as a team member and independently,
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
- Excellent written and verbal communication skills, especially in English
- Excellent critical and creative thinking and analytical skills

Advanced skills:

- Experience in program administration, operating procedures, oversight and monitoring
- Experience in project management
- Ability to work with database applications
- Knowledge of project funding procedures and guidelines
- Knowledge in IT, legal obligations for health IT project
- Scientific and /or medical background fitting the field is an asset

Qualifications:

- Working knowledge of computers and software's (Office suite: Word, Excel, PowerPoint)
- Good writing and verbal communication skills in English and French or other EU language is an asset.

Experience:

- 2 to 5 years' experience in the similar position in regional/ national/ International projects
- Experience in IT project management is expected
- Experience in medical environment is an asset
- Experience in setting up medical registries is an asset

To contact

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