

ERN-EYE Project Manager

About us

The Hôpitaux Universitaires de Strasbourg (HUS) is a reference institution in France, and is ranked among the first French university hospitals, has a triple mission of care, teaching and research.

They consist of 5 hospital sites, organised into 21 centres for clinical and medico-technical activities, with 2 750 beds and places, 1 logistics centre and 7 schools and training institutes.

With more than 11,850 employees, medical and non-medical professionals, the Regional Strasbourg University Hospital is the largest employer in Alsace.

Context and presentation of the team

Since 2017, the 24 European Reference Networks dedicated to rare diseases (<https://webgate.ec.europa.eu/ern/>) are European Commission (EC)-labelled and funded networks involving healthcare providers (members are primarily academic hospitals) across Europe, in a rich ecosystem. Their aim is to optimise the care pathways of patients with rare or complex conditions, which requires the pooling of knowledge, resources, the development of innovative tools, particularly diagnostic tools, and highly specialised therapeutic approaches linked to research developments.

ERNs have important interactions with patient groups and associations at national and international level.

The ERN-EYE is dedicated to rare ophthalmological diseases and is currently composed of 60 member hospitals located throughout almost the entire European Union.

The work of the ERN-EYE is organised into four thematic groups: 1) retinal diseases, 2) neuro-ophthalmology, 3) paediatric ophthalmology & 4) anterior segment.

In addition, six working groups focus on transversal challenges (management of blindness or impaired vision, genetic diagnosis, registries and data collection, research, training guidelines, dissemination of knowledge, etc.).

ERN-EYE
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www.ern-eye.eu





The ERN-EYE coordination team is based at the Strasbourg University Hospital under the supervision of Professor Hélène Dollfus.

This team includes expertise in: medical and scientific field, medical writing, communication, computer science, computer graphics and administration.

Mission

The main areas of development at present are as follows:

- Facilitate "European" & "cross-border" care, in particular by integrating ERN-EYE activities into the health systems of the Member States, so that all European patients can benefit from expertise by ensuring better visibility and optimisation of patient pathways in each Member State
- Establishment of European registries and ERN-EYE-specific data collections accessible to all ERN members
- Development of virtual tools to support expert discussions on complex cases
- Development of educational virtual tools for training on rare eye diseases,
- Foster research for rare diseases. Research on rare diseases has many specificities and challenges in ophthalmology that the network must boost at the scientific level but also in terms of therapeutic trials.
- The coordination of ERN-EYE is managed centrally by the University Hospitals of Strasbourg, which hosts the coordination team for the whole of Europe and includes a team with the required expertise. The Project Manager will work under the responsibility of the Head of Service who is the ERN-EYE Coordinator as well as in close collaboration with all other members of the ERN-EYE management team (www.ern-eye.com)
- This post will also be associated with the coordination team of the national network for rare sensory diseases SENSGENE (www.sensgene.com), also based in Strasbourg.
- The post will require interaction with the HUS management (in particular the services dedicated to Europe, clinical research, communication)
- In addition, the project manager will also interact very regularly with:
 - the European Commission (in particular DG SANTE, which manages the ERNs & HADEA programme in terms of financial management)
 - ERN-EYE hospital directorates and medical teams: 60 Partner hospitals across the EU
 - the management teams of the other 23 ERNs, in particular the other coordinators and project managers
 - the ecosystem of the main European players in care and research in the field of rare diseases, in particular national bodies (representatives of the Ministries of Health in Europe, Board of Member States), ORPHANET, HPO, etc.
 - Patient groups, patient associations (in particular EURORDIS)
 - Partners in the main European joint programmes for the coordination of rare diseases (e.g. ERICA, ERDREA, EJP-RD)
 - Funders of European calls for projects and stakeholders
 - Ad hoc scientific and medical societies, in particular related to ophthalmology
 - Industrial Partners concerned with rare eye diseases



Key roles of the position

The Project Manager (in close collaboration with the multidisciplinary coordination team in place in Strasbourg) will have the responsibility of ensuring the proper management of the ERN-EYE Roadmap in the context of a project financed by the European Commission and will be responsible for:

- Supervising the administrative progress of ERN-EYE at the EC (grant agreements, reporting) in contact with DG SANTE teams dedicated to the ERNs programme and budget monitoring in collaboration with HADEA: to ensure the management of this European grant (eligibility for expenditure, budget forecasting & monitoring, preparation of financial reports, preparation and execution of any audits) and the proper achievement of objectives and delivery of deliverables. This axis also includes: the management of suppliers in contact with the financial department of the HUS and the management of the various contracts and agreements, with the directorates of the partner health institutions (including the monitoring of the activities of the ERN)
- Representing ERN-EYE in various working groups, meetings, consortia and initiatives, in particular those guided by the EC and also at the level of the ERN Coordination Group (specific group) and develop interactions with industry
- Participate to the work on the integration of ERN-EYE activities on care, research and clinical trials for rare eye diseases, in the Member States (JARDIN)
- Assist in the management of the WGs (working groups) of ERN-EYE and the programming and execution of communication activities (including guidelines and patient pathways)
- Organise specific working and/or governance meetings or workshops for ERN-EYE members and beyond
- Ensure dissemination and communication to ERN-EYE members and communities at large of the main initiatives around care and research accessible to ERNs in the field of ophthalmology and rare diseases
- Ensure strong ERN-EYE links with academic and industrial research
- Ensure the right link between the activities of the SENSGENE network and those of ERN-EYE

Profile requirement

Basic skills

- Ability to work effectively as a team pilot and independently, while respecting the organisation and execution of missions already underway
- Ability to manage multiple priorities that are often very close together, solve problems and meet short-, medium- and long-term deadlines
- Excellent written and verbal communication skills, especially in English
- Excellent critical and creative thinking and analytical skills
- Thorough knowledge of word processing, spreadsheet and project planning IT applications

Advanced Skills

- Knowledge of the operation of projects funded by the European Commission (if possible in a care and/or research context), procedures and guidelines for EU project funding



- Ability to manage the overall monitoring sheet of the ERN-EYE project (anticipation of deadlines, programming of activities, etc.) in particular ability to identify and highlight deliverables and activity reports for ERN-EYE
- Organizational skills for organizing events led by ERN-EYE
- Monitoring the visibility of ERN-EYE: knowledge of communication tools and channels, ensure the participation of ERN-EYE in ad hoc events
- Monitoring and contributing to other funding opportunities (possibly outside the EC) in response to calls for projects in a national, European and/or international context
- Knowledge of the regulations governing the flow of health data and inclusion in a register in the EU would be an asset (in collaboration with 2 other hospitals)
- Scientific and/or medical knowledge adapted to the field (rare diseases, genetics, ophthalmology, development of innovative therapies) would be an asset

Qualifications

- University degree: At least a Master's degree, and preferably holder of a Doctorate in Biological Sciences (PhD) or Medical Doctor (MD) or Pharmacist (Pharm), with – if possible – knowledge in ophthalmology or rare diseases and/or European studies or management of health organisations, public health, human and social sciences or in the pharmaceutical industry
- Practical knowledge of computers and software (office automation: Word, Excel (advanced skills) , PowerPoint)
- Excellent writing and oral communication skills in French and English are required. Another EU language will be an asset.

Experience

- With at least 2-5 years of experience in a similar position in national/European/international organisations or in an equivalent scientific/medical or industrial context.
- Experience in preparing calls for projects and/or managing programmes financed by the European Union
- Excellent command of written and spoken French and English

Link to apply: <https://emploi.beetween.com/WeaselWeb/p/#/apply/job/xglak4um7u9g>