

ECRIN-ERIC - The European Clinical Research Infrastructure Network jointly with PtCRIN - Portuguese Clinical Research Infrastructure Network are currently searching for its office based in NOVA Medical School | Faculdade de Ciências Médicas da Universidade Nova de Lisboa, Lisbon, Portugal a:

### **PROJECT MANAGER**

ECRIN-ERIC, ([www.ecriin.org](http://www.ecriin.org)) is a not-for profit distributed infrastructure established upon the Council regulation (EC) N° 723/2009 of 25 June 2009 on the Community legal framework for a European Research infrastructure Consortium (ERIC) legal status, to provide support to multinational clinical research projects in Europe.

ECRIN is based on the connection of national networks of clinical research infrastructures (clinical research centres, clinical trial units).

ECRIN provides information, consulting and services to investigators and sponsors in the preparation and in the conduct of multinational clinical studies, for any category of clinical research and in any disease are, particularly for investigator-initiated clinical trials.

ECRIN is also involved as partner in different projects funded by the 7<sup>th</sup> Framework Programme of the European Union or by the IMI-JU (Innovative Medicine Initiative-Joint Undertaking (IMI-JU)).

PtCRIN ([web.fcm.unl.pt/ptcrin/](http://web.fcm.unl.pt/ptcrin/)) is a network of Portuguese Clinical Research Centers and Clinical Trials Units aiming to facilitate and improve quality in clinical research and to increase national and international research collaboration for the benefit of patients, citizens and the healthcare system.

### **Roles and Responsibilities:**

This is an opportunity for a motivated individual who wishes to further develop his/her career in clinical research and his/her experience of multinational research projects. The ECRIN-ERIC Project manager for Portugal plays a support role to the European Correspondent (EuCo) in the coordination of the activities within the ECRIN-ERIC and within the national network PtCRIN.

The main duties of the ECRIN-ERIC **PROJECT MANAGER** will include the following:

- Participating as part of the ECRIN-ERIC Management Office, the Project Manager (PM) will be part of the core team management of PtCRIN and will support the development and implementation of the specified deliverables of the national

Infrastructure Network services and regulatory knowledge facilitating the activity of the national consortium members;

- Provide support to the national network by establishing the ECRIN Standards/SOPs for clinical research management and to Portuguese European Correspondent;
- Contribute to the development and management of the study timelines, resources, budget, risk and quality plans of the multinational projects.
- Compiling and distributing regular communications about the progress of PtCRIN projects and details of new initiatives to national network;
- Contribute to the work plan which identifies and sequences the activities needed to successfully complete the PtCRIN mission;
- Identify the national resources (time, money, equipment, etc) required to complete new clinical research projects.
- Provide forms and records to document PtCRIN activities (website development); define PtCRIN internal SOPs (how to work as a network)
- Set up files to ensure that all information is appropriately documented and secured and disseminate the standards to the members;
- Assist the progress of the PtCRIN projects and services and make adjustments as necessary to ensure the successful completion of the projects.
- Establish a communication schedule and reports to PtCRIN consortium members.
- Assist in the PtCRIN meetings and management under the supervision of EuCo.

#### **Requirements:**

- Education University degree in Management and/or Communication.
- Multinational clinical research experience and clinical trials coordination.
- Experience in regulatory affairs, auditing, clinical research and GCP auditing.
- 4 to 5 years' experience in study coordination and management experience.
- Written and spoken English (working language).
- Must be organized, flexible and able to support multiple projects simultaneously.
- Excellent customer-facing communication skills (with managers, PIs, and scientists)
- Independent self-starter