

## **Research Project Manager-III (Full-time)**

### **Henry Ford Health Detroit, MI Hybrid**

In case of further questions, please email Hiring Manager- Manpreet Kaur (mkaur1@hfhs.org)

#### **GENERAL SUMMARY:**

Work independently on progressively complex projects/assignments in collaboration with the Principal investigator and/or Epidemiologist(s). Independently manage all aspects of a large study or one or more small-medium research projects from start-up to closeout. Oversee day-to-day operations of team members working on studies or projects. May provide guidance and mentoring to less experienced team members. May train, and/or mentor new staff or students, as assigned. Assist in the development of new programs or special projects within the department. Will work in the department of Public Health Sciences.

#### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

##### **Regulatory compliance:**

1. Ensure compliance with research protocols and regulatory standards to ensure procedural and data completion and accuracy.
2. Train team members on established policies, processes, and procedures.
3. Prepare and manage regulatory submissions and ensure Institutional Review Board renewals are completed. Contribute to development of consent forms for approval by IRB.
4. Monitor and report adverse events, deviations as well as other privacy and safety incidents.
5. Maintain project documents and regulatory binders
6. Lead monitor visits and regulatory audits.

##### **Recruitment and oversight:**

1. Determine effective strategies for promoting/recruiting research participants and retaining participants in long-term research studies/projects
2. Develop and manage recruitment team schedules
3. Lead setting up recruitment space/clinics in collaboration with PI or clinic staff
4. Oversee specimen collection process by team members
5. Oversee management and distribution of study related incentives

##### **Project Management:**

1. Serve as primary contact for research participants, sponsors, and regulatory agencies.
2. Lead project development and team meetings, prepare/approve agendas, minutes etc. and keep current on industry methods and trends.
3. Develop and manage study databases or other operational infrastructures; prepare and submit individual study annual progress reports.
4. Monitor staffing levels and assist in the hiring of project team members under the direction of department managers.
5. Develop project schedules, targets, measurements, and accountabilities.

6. Track patient and study specific milestones per NOA or contract agreements, developing necessary reports and dashboards
7. Lead the planning and execution of research studies/projects to ensure that deliverables are completed on time
8. Manage study team assignments, accountability, and resource requirements
9. Track development of and collaborates with the project team on all internal and external project materials, processes, manuals, plans, committees, study systems and all sponsor required regulatory submissions
10. Work closely with PI or Epi to update on project/study status, upcoming milestones, resource assessment, etc.
11. Lead research team in developing operational plans supporting research projects or clinical trials.
12. Responsible and accountable for several concurrent research studies or projects
13. Familiar with Lean, PDCA, Agile methodologies
14. May contribute to the performance evaluation of the employees associated with the project scope and may evaluate vendors and consultants and their effectiveness and ability to deliver as promised.
15. Collaborate with cross functional teams to conduct study or project feasibility, identify research cohorts, manage data, etc. and perform all required follow-up
16. Collaborate with internal and external audiences on project management needs and system initiatives.
17. May provide project management expertise to investigators, by assisting with the operational strategy and design, planning, implementation, conduct and management of research studies/projects from initiation through to completion.

**Support:**

1. Support PI or Epi in developing study budget and relevant contracts with grant manager. Assist Grant Managers in monitoring expenditures and adherence to study budgets and resolve billing issues in collaboration with finance and/or management staff
2. Assist with analysis of data and preparation of abstracts, manuscripts, and scientific presentations.
3. Assist in grant submission, may include but not limited to maintain and track submission deadlines, updating and formatting bio sketches, collate letters of support, format grant documents, proofread for typos/errors, finalize documents
4. Assist with agreements (MTA, DUA, BAA, etc.)
5. Assist with enrollment projection, and supplies needed for a project(s)

**Leadership:**

1. Provide leadership in determining, recommending, and implementing improvements to policies/processes; define best practices including corrective actions
2. In collaboration with the project team, leads the proactive identification, assessment, and management of risks
3. Contribute to the preparation of performance evaluations or similar duties.
4. May train and mentor study staff
5. Provide senior level operational review of protocols and other critical documents in projects
6. Assist with one or more department level initiatives

**EDUCATION/EXPERIENCE REQUIRED:**

- Bachelor's degree in a related field and nine (9) years of relevant experience; Experience leading cross functional teams or a small to moderate sized project.
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- Master's degree in a related field with four (4) years of relevant experience and competency.
  - Strong customer service, critical thinking and interpersonal skills required.
  - Experience working in a team orientated environment and comfortable working with cross-function teams required.
  - Proficiency with Microsoft Office and a general knowledge of medical terminology preferred.

**CERTIFICATIONS/LICENSURES REQUIRED:**

- CAP-M or PMI Project Management Professional certification or similar preferred.
- Society of Clinical Research Associates or Association of Clinical Research Professionals certification preferred.

Must meet or exceed core customer service responsibilities, standards and behaviors as outlined in the HFHS' Customer Service Policy and summarized below: ☐ Communication ☐ Ownership ☐ Understanding ☐ Motivation ☐ Sensitivity ☐ Excellence ☐ Teamwork ☐ Respect Must practice the customer skills as provided through on-going training and in-services. Must possess the following personal qualities: ☐ Be self-directed ☐ Be flexible and committed to the team concept ☐ Demonstrate teamwork, initiative, and willingness to learn ☐ Be open to new learning experiences ☐ Accepts and respects diversity without judgment ☐ Demonstrates customer service values

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Normal office environment with minimal exposure to noise, dust, or extreme temperatures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.