Position Description

Project Manager, Standards Development

Overview:

The Project Manager (PM), Standards Development will lead, or contribute to leadership of CDISC standards development, education and maintenance projects, including Therapeutic Area standards development, or other CDISC internal or external projects. The PM will be have overall operational responsibility for one or more projects and be responsible for scoping and initiating projects, leading teams, tracking and reporting project status and completing deliverables as necessary to complete projects on time and within budget.

Reports to:

Program Manager or Senior CDISC Executive

Location:

Flexible, but candidates who can work at CDISC’s Austin, TX office preferred. However, as a virtual organization, CDISC allows staff to work from their home offices if not residing in the Austin area. The employee must be willing to travel as appropriate and necessary to fulfill the duties of the position.

Accountabilities of Position:

- Initiate new projects consistent with CDISC goals, policies and procedures, including definition of project scope, charter, plans, budget, timelines, dependencies, risks, goals and deliverables.
- Organize and lead project/team meetings with well-defined agendas and minutes.
- Monitor project progress and ensure timely completion of deliverables.
- Prepare periodic status reports, including accounting of time spent.
- Create and distribute meeting minutes and action items to team and designated CDISC managers.
- Ensure creation and use of team portal with all relevant documents.
- Document and track action items with assigned responsibilities to meet planned milestones.
- Resolve or escalate issues to management when they arise.
- Facilitate the negotiation and execution of project agreements.
- Ensure the completion of all legal and financial obligations under the project.
agreements.

- Prepare and present projects at internal and external meetings.
- Travel as necessary to meet with customers and participants or conduct meetings.
- Identify best practices, lessons learned, areas for potential process improvement and recommend solutions.
- Adhere to all CDISC policies and procedures, including the Code of Ethics and the Intellectual Property Policy.

Qualifications:

- Bachelor’s Degree in a relevant field such as Health Sciences, Life Sciences, Data Management, Information Technology or Biostatistics or equivalent experience.
- At least three years of supervisory or project management experience, which may be partially met by training or certification. At least five years of experience in clinical research or other relevant field.
- Excellent organizational, problem-solving, listening, oral and written communication skills, including familiarity with health or life sciences information and understanding of the clinical development process.
- Demonstrated proficiency with the use of personal computers, internet, office applications, graphics and project management software.

Leadership Skills:

- Understands and supports the CDISC mission and shared values.
- Creative self-starter and life-long learner open to new ideas and able to work with minimal supervision in a challenging, fast-paced technical environment.
- Team player that values co-operation and collaboration.
- Demonstrated leadership skills and ability to manage, motivate and integrate a team to achieve their mission and objectives, develop consensus decisions and celebrate achievements.
- Ability to work well with volunteers and make certain that volunteer’s time is well spent by ensuring that meetings are well organized, goal oriented and enjoyable.
- Ability to understand the big picture in projects comprised of many complex, interrelated players and parts.
- Excellent facilitation skills during F2F and teleconference meetings.
- Demonstrated negotiation and interpersonal skills, ability to encourage open discussion, conflict resolution, and consensus building.