

## JOB POSTING:

### EUHASS Project Manager

EAHAD is looking for a full-time EUHASS Project Manager. Reporting to the Managing Director, the post holder is responsible for all aspects of the management, organisation, and co-ordination of the European Haemophilia Safety Surveillance (EUHASS) project. This is an ongoing adverse event reporting system for Europe which began in October 2008. EUHASS involves prospective anonymous adverse event reporting in patients with haemophilia and other rare inherited bleeding disorders. EUHASS also hosts and maintains an interactive “Haemophilia Central” website which provides key information for the haemophilia community on areas including news, guidelines, clinical trials, treatment products, and haemophilia treatment centres.

#### ABOUT EUHASS

EUHASS has 4 associate partners: the European Association for Haemophilia and Allied Disorders (EAHAD), the European Haemophilia Consortium (EHC), Medical Data Solutions and Services (MDSAS) and University Medical Centre Utrecht (UMCU); and 92 collaborating partners (haemophilia treatment centres) from 28 countries across Europe. The participating centres have over 39,058 patients with inherited bleeding disorders registered with them. It is currently funded by 12 pharmaceutical companies who make clotting factor concentrates. ([www.euhass.org](http://www.euhass.org))

#### ABOUT EAHAD

Founded in 2007, the European Association for Haemophilia and Allied Disorders (EAHAD) is a registered charity that seeks to improve care for people with haemophilia and other bleeding disorders through research, knowledge dissemination, and multidisciplinary collaboration. Its members are healthcare professionals from a variety of disciplines including haematologists, internists, paediatricians, nurses, physiotherapists, psychologists, social workers, laboratory scientists, and researchers. ([www.eahad.org](http://www.eahad.org))

#### THE ROLE

##### Project Management:

- Manage the organisation, expansion and delivery of EUHASS including coordinating administrative activities and communications between partners.
- Develop and implement administrative procedures including drafting, maintaining and articulating policies, procedures and guidelines.
- Liaise with project funders and project partners in the negotiation of project contracts.
- Design and implement a regular review process to gather information on project process and outcome indicators and use it to monitor progress against objectives.
- Co-ordinate with IT professionals to update and manage the EUHASS adverse events database.
- Lead and manage the dissemination of all project results and deliverables to their target audience as specified in the project contract agreement.
- Develop the strategy for continuation of the project when each funding cycle ends and co-write applications for competitive funding.
- Correspond with the funding bodies about project progress and execution, providing all required technical and financial reports.

##### Communications and Meetings:

- Manage and coordinate all internal and external project communication, including teleconference meetings as required.

- Coordinate the recruitment of new haemophilia centres into the project.
- Be a central point for all project queries.
- Liaise and communicate with all project partners, participating centres, regulatory bodies and other stakeholders.
- Manage the EUHASS project website content to ensure it is kept up to date.
- Plan and coordinate all EUHASS project meetings, prepare agendas, meeting papers, take minutes, ensure appropriate actions arising from meetings are taken and produce and distribute any necessary reports.
- Plan, manage, and organise all meetings of the Steering Committee every 6 months, including venue hire, catering, IT facilities, and accommodation and travel plans for all participants.
- Plan, manage and organise annual meetings of all project partners to update participants on progress.
- Plan, manage, co-write, produce and distribute 3-monthly and annual detailed EUHASS incidence reports to all project partners, pharmaceutical manufacturers, European haemophilia centres and European and American regulatory bodies.
- Plan, manage, co-write, produce and distribute product-specific reports of adverse events reported for each licensed clotting factor concentrate, including numbers treated and limited information on patient characteristics for the events.
- Co-ordinate the preparation and submission of abstracts to international meetings.
- Maintain details of all presentations and publications relating to the project.

#### **Planning and Organising**

- Plan up to a year in advance for the project cycle of activities such as reports, meetings and publications.
- Plan, prioritise and organise workload and resources on daily, weekly and monthly basis to meet planned objectives.
- Work efficiently and to tight deadlines, being aware at all times of the timetable for submission of project deliverables to the funding bodies.

#### **Finance/Resource Management**

- Interact with the pharmaceutical companies providing project funding to ensure income is received promptly.
- Monitor and take shared responsibility for managing the EUHASS project research budget and account.
- Maintain proper financial records and manage payment of project expenses in accordance with internal policies.

#### **Other duties:**

- Help with the general administration of EAHAD when necessary, especially at quieter periods in the EUHASS project cycle.
- Undertake other ad-hoc tasks that may arise.

#### **CANDIDATE PROFILE:**

- Master's degree in a relevant subject area
- Ideally a minimum of 3 years' experience in a health-related research environment.
- Fluent spoken and written English. Knowledge other European languages considered an asset.
- Excellent IT skills, including experience working with databases and spreadsheets, and managing websites.
- Experience managing haematology and/or epidemiology research projects.

- Comprehensive knowledge and understanding of health-related research funding, ethics, governance, and regulations.
- Understanding of processes for planning and controlling project budgets and contracts.
- Knowledge and understanding of EU funding principles and practices.
- Excellent written and oral communication skills, including experience giving presentations, explaining complex concepts to specialist and non-specialist audiences, and responding efficiently and effectively to email and telephone enquiries.
- Experience writing reports and taking minutes.
- Superior organisational, planning, and time management skills, able to work in a self-directed manner.
- Experience developing and maintaining a network of contacts; previous experience in the haemophilia field considered an asset.
- Self-motivated, adaptable, shows initiative, and is open to change
- Willingness to travel in Europe (up to 4 times per year) and work occasionally on evenings and weekends.

#### **WHAT WE OFFER:**

- 1-year contract with possibility of renewal.
- On-the-job training with current EUHASS Project Manager.
- Flexible working hours.
- Exposure to an innovative and fast-developing field of medicine and an opportunity to work with highly motivated leaders in their field.
- Diversity of tasks and lots of opportunity for creative input and professional growth.
- Vibrant and creative office environment in a central area of Brussels.

#### **HOW TO APPLY:**

- Please send your curriculum vitae and cover letter in English to Aislin Ryan at [aislin.ryan@eahad.org](mailto:aislin.ryan@eahad.org) by 14 January at 23:59 CEST with the subject line "EUHASS Project Manager"
- Only shortlisted candidates will be contacted