



Title	REACH Russian/European Project Manager
Context	<p>PENTA (Paediatric European Network for Treatment of AIDS) was established in 1991 to conduct paediatric HIV treatment trials in Europe and subsequently developed into the international PENTA-ID network (https://penta-id.org/), with activities including infection research (e.g. clinical trials, cohorts), training, guideline development and advocacy.</p> <p>REACH (Russian European Alliance for research among women, Children and adolescents impacted by HIV, TB and HCV) is a European-Russian collaborative project, building on long-standing, successful work between experts in paediatric and maternal HIV, TB and HCV from the Russian Federation and the European Union, and coordinated by PENTA. The REACH consortium brings together established clinical researchers with track records of delivering innovative research on HIV, TB and HCV in children, adolescents and pregnant women. The goals of REACH are: 1)To conduct joint research to better understand the epidemiology, disease progression, treatment and outcomes of HIV, TB and HCV mono and co-infections among pregnant women, children and adolescents in the RF: 2)To exchange knowledge, build capacity and prepare for future collaborative research on HIV, HCV and TB in children, adolescents and pregnant women in the RF, including women and young people. REACH will fill the knowledge and data gaps on HIV epidemic affecting children, adolescents and pregnant women across Russia and provide new data on long-term ART toxicity, HIV resistance, HCV and TB coinfections and comorbidities in this setting. It will develop future studies of new diagnostics and preventive TB treatment and the use of novel therapies for HCV in children in real-world settings. REACH will promote geographic expansion of the collaborative research in maternal and child health in Europe with a broad and long-lasting impact. It will also build capacity for improved coordination and integration between European and Russian research centres beyond 2020.</p>
Role	<p>The Project Management Group within the PENTA Foundation manages the coordination of PENTA-related research projects in the area of clinical infections in collaboration with principal investigators and researchers working within partner institutions across Europe. Project Managers interact closely with the project leads at PENTA and epidemiologists, statisticians, clinicians and data managers at partner institutions who are part of the study team. This post will be funded by a Horizon 2020 Research and Innovation Grant and the successful candidate will join the PENTA Project Management Group which is responsible for the successful delivery of the project.</p> <p>The Russian/European Project Manager will be responsible for the day to day coordination of the project between Russian and European working groups, working with the other members of the project management team at PENTA and partner</p>



	<p>institutions to ensure that the project is completed in line with its objectives and within the agreed timelines.</p> <p>The post holder will be expected to be fluent in English and Russian and to have excellent verbal and written communication skills enabling close work with the Russian collaborating institutions and clear communication between the project collaborators. The post holder will liaise between English and Russian speaking partners and contribute to the development of materials and documents in the Russian language. This will include academic input into materials as well as direct translation from English to Russian and from Russian to English as needed.</p> <p>The post holder will keep an overview of the studies within the REACH project. The responsibilities of the post will include preparation of study documents and study reports, training collaborating institution staff on study procedures, monitoring the progress of the studies and ensuring that all regulatory requirements are met in a timely manner.</p> <p>The post holder will be encouraged to take an active role in setting up the studies, monitoring and reporting as well as developing the planned studies within the project. The post-holder can expect substantial support from the project leads and will work within a friendly team. In the first instance, the post will be for 24 months with a probation period of 3 months. Extension of the post will be subject to success in seeking further grant support for the project.</p> <p>This post provides an exciting opportunity for someone with a track record in health research in Russia and Europe and an interest in maternal and child health to work within an existing network focusing on HIV, TB and hepatitis C in children.</p>
Location	<p>This position will preferably be based at the University College London in London, UK or at the PENTA Foundation in Padua, IT; travel in Europe and the Russian Federation required.</p>
Reporting line	<p>Reports to Anna Turkova, REACH Principal Investigator and Tiziana Grossele, Area Coordinator, Project Management for the PENTA Foundation</p>



<p>Key responsibilities</p>	<ul style="list-style-type: none"> • Liaising between Russian and European REACH partners on a daily basis throughout the project lifecycle to ensure timely set-up, regulatory and ethics approvals, data collection and reporting the results. This will include working with multi-disciplinary teams at the partner institutions (including clinicians, epidemiologists, statisticians, project and data managers and communication services), visiting sites, arranging and minuting teleconferences, attendance of scientific meetings and presenting project updates and results. • Developing agendas for regular team meetings, including national and international project meetings and supporting the organisation and coordination of these meetings • Training and providing information and advice to REACH collaborators on protocols and other study requirements. • Producing study documentation in English and Russian and contributing to project documents and supporting materials, including contracts, protocols, standard operating procedures, surveys and questionnaires in both languages and translating essential documents from English to Russian and Russian to English. • Developing and managing Russian language content, with support of REACH consortium members, for communication channels including the REACH website, presentations, newsletters etc. • Assisting with reporting for specified tasks in the REACH project to ensure the timely submission of data and documents from sites and the necessary reports to appropriate regulatory, ethical and funding parties. • Coordinating the purchase, delivery and installation of study equipment where necessary and ensuring that site accountability processes are in place and being followed. • Ensuring compliance of the REACH research studies with relevant quality and ethics standards and regulations • Active engagement in both quality assessment and risk management activities to ensure project deliverables are met • Preparation and presentation of written and oral reports in English and Russian to the REACH study groups and/or at scientific meetings <p>The post holder maybe expected to carry out other duties and responsibilities within the scope, spirit and purpose of the post and its grading as requested by the supervisors. The PENTA Foundation encourages a spirit of co-operation and all members of staff are expected to volunteer to help busy colleagues if able when the need arises.</p> <p>This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.</p>
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	Criteria	Essential or Desirable
	Requirements	Qualifications, experience and knowledge
Good level of scientific understanding to degree level or through equivalent experience		E
Previous experience or knowledge of coordinating multicentre international clinical studies		E
Up-to-date GCP training and practical understanding of GCP		E
Experience of writing study documents to a high academic standard, including protocols, study reports, standard operating procedures, and progress reports to funders		E
Experience of organising and presenting at meetings		D
Understanding of the regulations and governance environment for clinical research in the European Union and Russia		D
Experience of working in healthcare in Russia or with Russian healthcare partners		E
Peer reviewed publications in medical research		D
Skills and abilities		
Excellent administration, organisational, numeracy and accuracy skills		E
Proven oral and written communication skills with experience of communicating effectively with people from all disciplines		E
Good computer skills with experience of Microsoft Office and Excel		E
Fluent Russian and English (verbal and written)		E
Experience of working with research budgets		D
Knowledge of the biology and/or epidemiology of HIV, TB and/or hepatitis		D
Personal attributes		
Ability to manage multiple studies, work to deadlines, take the initiative and prioritise work effectively using a pragmatic and diplomatic approach to problem solving		E
Proven ability to maintain effective working relationships with a range of stakeholders including international partners		E
Ability to work as a team member and help maintain a good team environment and work independently as required		E



	Ability to communicate ideas, maintain positive attitude and work flexibly in a dynamic, multidisciplinary team	E
	Willingness to travel within Europe and Russia	E
How to apply	<ul style="list-style-type: none"> - Send a signed CV including the following statement: <i>I hereby agree for the processing of my Personal Data included in my application for the needs of the recruitment process in accordance with the General Data Protection Regulation EU 2016/679</i> - Include a cover letter outlining why you wish to apply and how you meet the specified requirements in this job description. - Include two references in either your cover letter or CV. Please indicate whether we can approach your references prior to an interview. - Send all materials to Anna Turkova and Rebecca Lundin using info@penta-id.org with 'REACH Russian/European Project Manager' in the subject of the email - If you have any queries, please email or call Dr. Anna Turkova at a.turkova@ucl.ac.uk +44 0207 670 4658 or Dr. Rebecca Lundin at Rebecca.lundin@pentafoundation.org +39 349 247 5979 	