The Institute of Myology is recruiting a Data project manager

The Institute of Myology

Located in Paris, at Pitié-Salpêtrière Hospital, the largest public hospital in Europe, the Institute of Myology was created in 1996 by AFM-Téléthon, a patient association. The Institute's goal: Promoting the field of Myology and forming it into a medical and scientific discipline in its own right. The Institute of Myology coordinates medical care, fundamental research, applied research, clinical research and teaching, all centered around the patient.

Primary goal

The Institute of Myology is a member of the Institute of Biotherapies, which includes three laboratories financed by AFM-Téléthon: Généthon, I-Stem and the Institute of Myology.

One of the major goals of the AFM-Téléthon and Institute of Biotherapies strategic plan is to launch a complete digital transformation process. In view of this, a Digital Task Force has recently been created. This Task Force aims to address the following points:

- Creating a new governance shared by AFM-Téléthon and all the members of the Institute of Biotherapies, in order to improve health data management (currently spread across more than 150 identified databases and registries). The goal will be to optimise processes and to develop the best possible practices (projects, tenders, IT, personal data, compliance, HR, financial, etc.).
- Putting in place a transformation plan, then a remediation plan after normalisation
- Centralising health data that have been cleansed and harmonised within a new Muscle Data Hub and implementing Artificial Intelligence approaches centred on rare neuromuscular diseases.

Role

This position will require a global overview of all the activities relevant to the Institute and close contact with the main stakeholders. This Data Project Manager will fulfil the needs and requests of the Digital Task Force as Project Leader, will be the main point of contact with the Service Provider who will fulfil the mission operationally, and will help with project supervision and provide a complete support service to partners, experts and the steering committee.

This person will be in direct contact with the Institute of Myology's Data Manager, from a management and development point of view.

Main tasks and responsibilities

- Coordinating the project and ensuring that the goals defined by the Working Group are achieved.

- Supervising the project, in terms of fulfilling work packages, monitoring indicators or the production of deliverables.

- Being the main point of contact for the external Service Provider, whose role it is to facilitate the transformation and remediation plan.

- Offering management support to the Working Group and to the various members of the committees. Working side-by-side with the Institute of Myology's Data Department Manager, in order to prepare and present project meetings.

- Contributing to the project's Strategic Communication Plan, and contributing to annual and other reports to inform the Institute of Biotherapies 'Strategy Committee about the project's work

- Establishing working relationships with the other partners wherever necessary.

Profile sought

- Project leadership in respect of IT and data management.

- Experience managing one or more projects in the field of medical sciences is necessary

- Significant experience of at least 3 years in this type of position is required

- Data analysis and data science skills are a bonus

Skills

- Skills in project management to coordinate IT/scientific/medical projects associated with data governance (definition, mapping, documentation, planning, RACI, implementation, etc.), including quality and compliance constraints in the area of data confidentiality (anonymisation)

- Ability to provide results within deadline and budget

- Strong communication and interpersonal skills

- Decision making and a proactive approach to problem solving

- Skills in report drafting and ability to undertake research and present information clearly.

- Skills in bioinformatics and information science with data selection, guidance and architecture, normalisation, mathematical models (machine learning and deep learning), flow/system access and security, interoperability, compilation and calculation.

- Good written and spoken English, daily work in French.

Soft Skills

- Rigorous, precise and adaptable mindset
- Ability to analyse results
- Interest in teamwork
- Sharing and communication

Proposed fixed-term contract (French "CDD") for a duration of 24 months, full-time.
This is a long-term project.

The position is based at the Institute of Myology, at Pitié-Salpêtrière Hospital (Paris).

Please send your CV and a covering letter to the following email address:
recrutement-aim@institut-myologie.org