<table>
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<tr>
<th><strong>Job title</strong></th>
<th><strong>Data Management Area Coordinator</strong></th>
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<tr>
<td><strong>Context</strong></td>
<td>The Penta Foundation is a non-profit organization involved in clinical research and training activities in the area of paediatric infectious disease. The Foundation collaborates with a global network of clinicians and researchers to conduct not only clinical trials but also extensive observational and cohort studies, pregnancy studies, basic science, training and educational programmes. Penta is a unique and ever-growing network of investigators who are leading champions for child health in their home countries. Research activities are coordinated by a multidisciplinary group from 11 different countries based in 3 cities (Padua, London and Athens) dedicated to the activities of the Penta Foundation. As Penta continues to grow, we want to ensure we maximize our credibility and prestige at international level as a world-leading organization in child health research and continue to be a point of reference regarding critical paediatric concerns for institutions, the scientific community and the greater public.</td>
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<td><strong>Qualification</strong></td>
<td>Degree in Computer Science, Information Technology, Systems Engineering or a related field is necessary</td>
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<td><strong>Reporting Line</strong></td>
<td>Chief Operating Officer</td>
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| **Overall Role Accountability** | - Develop vision and strategy of data management within Penta  
- Maintain overall vision of data management strategy within PENTA, and liaise with the PENTA collaborating CTUs/institutions.  
- Set up and maintain the PENTA data repository.  
- Provide strategic and operational input around data and data management to projects.  
- Liaise and generate new mission related opportunities (i.e. new projects/programmes and/or partnerships). |
### Key Responsibilities

- Working with head of programmes and area coordinators to develop the data area vision and strategy.
- Coordinate the development and implementation of PENTA Standard Operating Procedures and Policies for the Data Area.
- Lead mapping of all clinical, laboratory, and demographic data arising from patients enrolled in Penta sponsored trials and observational studies.
- Lead process to transfer all closed datasets from Penta-sponsored trials and observational studies from external Partners to Penta.
- Coordinate the development and implementation of database to house and facilitate secondary analysis of closed Penta-sponsored trials and observational studies.
- Coordinate the development and implementation of an internal database and dashboards to map Penta sites, projects, and contacts.
- Liaise with digital projects/networks where PENTA has been/is involved to exploit results and develop new opportunities.
- Liaise with scientific partners for the use/development of existing/new databases.
- Maintain compliance with applicable legal and regulatory frameworks.
- Ensure appropriate data management support for Penta Foundation studies.
- Support selected new grant applications.
- Identify technical core competences and gaps; propose a strategy to fill the gaps.
- Drive the development of data sharing agreement for PENTA projects and support their implementation.
- Coordinate allocated staff; ensure appropriate training.
- Data area budget management.

### Location

This position will be based at the Penta Foundation in Padua, IT.

### Working language

English and Italian

### Mandatory Meetings/Events

- Data Area meetings
- Project specific meetings
- PENTA Foundation staff meetings
- Advisory committee meetings (on request only)
### How to apply

- **Send a signed CV** including the following statement: *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.*

- Include a **cover letter** outlining why you wish to apply and how you meet the specified requirements in this job description.

- Include **one reference** in either your cover letter or CV. Please indicate whether we can approach your references prior to an interview.

- **Send all materials** to recruiting@pentafoundation.org and label it ‘Quality Assurance and Auditing Manager’ in the email subject line.

- **If you have any queries, please email** at recruiting@pentafoundation.org