Senior Clinical Project Manager

Remote

Summary

Reporting to the SVP, Clinical Operations, the Senior Clinical Project Manager is responsible for all operational activities necessary for the successful execution of clinical trials. This includes direction and coordination of internal and external cross-functional teams with overall accountability for ensuring timely deliverables that comply with Sierra Standard Operating Procedures (SOPs) and regulatory guidelines (e.g., GCP, ICH).

Responsibilities

- Review of study protocols to develop specific and measurable Clinical Operational plans including study timelines and budget for all milestones and deliverables.
- Lead cross-functional teams to ensure study objectives are clearly established and communicated, and provide overall direction and coordination to ensure milestones are met or exceeded.
- Build and maintain strong relationships with CROs, other service providers (eg. central imaging, clinical laboratories), investigator sites and internal teams.
- Develop and maintain the overarching project plan utilizing appropriate tracking tools to monitor and report to senior management on study progress.
- Proactively identify potential issues and develop strategies to address such issues.
- Generate/review study-related documents (e.g., communication plans, monitoring plans, monitoring report templates, site worksheets, study manual documents, ICFs).
- Review monitoring reports for sponsor oversight and identify site or study issues.
- Review and approve vendor invoices and investigator payments.
- Lead or participate in departmental initiatives for continuous quality improvement and standardization to improve efficiency across all projects.
- Other related duties as assigned.

Qualifications and Requirements

- Bachelor’s degree in a relevant field with a minimum of 8 years clinical research experience including a minimum of 5 years project management experience or the equivalent combination of education and experience.
- Excellent knowledge of Clinical Trials process and workflow as well as ICH/GCP guidelines including requirements for execution of global clinical trials.
- Strong organizational and prioritization skills with the ability to work on multiple projects with multiple demands.
- Strong analytical and problem solving skills with effective and proven leadership.