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Executive Search

Strength Through Diversity and Inclusion

POSITION DESCRIPTION
VICE PRESIDENT OF STRATEGY AND OPERATIONS, CLINICAL RESEARCH – UPMC HILLMAN CANCER CENTER

- POSITION TITLE:** Vice President of Strategy and Operations, Clinical Research
- REPORTS TO:** Executive Director, UPMC Hillman Cancer Center
- STAFF:** 8 Direct Reports, 140 person staff
- LOCATION:** Pittsburgh, PA
- COMPANY:** A \$16 billion world-renowned health care provider and insurer, Pittsburgh-based UPMC is inventing new models of patient-centered, cost-effective, accountable care. UPMC provides more than \$900 million a year in benefits to its communities, including more care to the region's most vulnerable citizens than any other health care institution. The largest nongovernmental employer in Pennsylvania, UPMC integrates 80,000 employees, more than 30 hospitals, 600 doctors' offices and outpatient sites, and a 3.2 million-member Insurance Services Division, the largest medical insurer in western Pennsylvania. UPMC Hillman Cancer Center is part of UPMC's enterprise and is internationally recognized for its leadership in the prevention, detection, diagnosis, and treatment of cancer. Ranked 14th in NCI funding among NCI-designated centers, it is exceptionally well positioned to contribute to the global effort to reduce the burden of cancer.

SUMMARY: The Vice President of Clinical Research, Strategy and Operations, is a high profile, newly created role that will be responsible for all aspects of the clinical research function for the UPMC Hillman Cancer Center. Reporting to the Director, UPMC Hillman Cancer Centers, this individual will work in conjunction with physician leadership as the key operational stakeholder for all research studies, standard operating procedures, regulations and guidelines for clinical research studies and programs. The incumbent will be the face of UPMC Hillman Cancer Center research to other institutions and will act as a proxy for the Director, UPMC Hillman Cancer Centers, as needed.

RESPONSIBILITIES:

- The incumbent will work as part of the UPMC Hillman Cancer Center executive leadership team. This individual will partner with the Director, Hillman Cancer Center to establish the vision and strategic planning for all future oncology related clinical research at UPMC. This individual will work in concert with the Associate Director of Administration, preparing the relevant sections of the NCI Cancer Center Support Grant (P30) Grant during renewal periods.
- The incumbent will have frequent and extensive contact with UPMC senior management, clinical research faculty, and all levels of staff at the University of Pittsburgh and the UPMC Hillman Cancer Centers.



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- The incumbent will have frequent contact with sponsors, NCI and other funding agencies and regulatory offices at the executive management and administrative personnel levels. External interactions will also include CROs and site monitors.
- Will lead the operations of all research components at the UPMC Hillman Cancer Centers. This involves the review and/or development of all standard operating procedures (SOPs) and guidelines for research studies. Will identify and analyze operational opportunities related to research and form action plans to create an environment of continual improvement.
- Will drive a culture within the clinical research components of the UPMC Hillman Cancer Center to ensure that the community network and academic center work in concert as one cohesive and unified team.
- Will oversee clinical research conduct and administration at each of the Hillman Cancer Center academic and community sites to ensure seamless processes for patient accrual and research data management
- Will work in partnership with UPMC Enterprises and the UPMC Immune Transplant and Therapy Center (ITTC) on discovery and clinical innovation, including the potential commercialization of such innovations.
- Serves as a senior level liaison with sponsors, NCI and other funding agencies.
- Responsible for communication and working with other Cancer Center offices and institutional offices as the point person for clinical research operations.
- Will have responsibility for proactively pursuing a portfolio of investigator-initiated and industry-sponsored research development and grant opportunities.
- Responsible for overall distribution of workload and development of contingent plans for staff replacement and ensure seamless continuation of the working of the department. Effectively delegate tasks.
- Responsible for problem solving, staff conflict resolution and disciplinary actions. Interact with HR in recruitment and all staff related issues.
- Will partner with the Director for the recruitment of experienced research faculty and staff.
- Will work to ensure the continual development and deployment of the data warehouse-based database to identify and recruit patients eligible for clinical trials throughout the UPMC Hillman Cancer Center system.
- Set expectations and performance standards, develop and implement productivity measurements. Responsible for overall staff performance, evaluation, ensure corrective measures and/or training where needed. Oversight of training of new staff and assessment of continued training needs of existing staff.
- Work with UPCI Fiscal Office and UPMC to ensure clinical research study related financial issues including appropriate study budget, negotiations decisions, revenue collection, billing process, implementation of institutional a/c etc.
- Travel to outlying locations.



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EDUCATION & EXPERIENCE:

- Master's Degree in Nursing or health related field is required.
- Must have at least 10 years of experience with clinical research and strong management skills, including clinical and research experience within a NCI comprehensive cancer center.

SKILLS & KNOWLEDGE:

- Certification in oncology or research preferred. Ph.D. is desirable.
- Understanding of financial implications of the department and ability to analyze financial data, reports, project budgets, staffing, and expenditures.
- Must possess excellent presentation skills and written and verbal communication skills.
- Must possess excellent leadership and role model abilities.
- Will have experience with the navigation of a matrixed reporting environment and an environment with P&L clarity
- Ability to travel to outlying locations as needed.
- Must possess skills in process improvement and operations management.

CONTACT:

Qualified candidates should submit a resume/CV and cover letter with **UPMC – VP Strategy & Operations, Clinical Research** in the subject line to: **Marian Carrington** at: mcarrington@carringtonandcarrington.com and Copy (CC:) **Keshiha Bathani** at KBathani@carringtonandcarrington.com