



Job Title: Learning Collaborative Program Manager

Location: ICHOMs Headquarters are in Boston, Massachusetts with an office and team also in the UK and Europe. This role is a fully remote working role with working hours required to be flexible around work coordination to occur across multiple time zones (CET, BST, EDT).

A USA or UK work permit is required at the time of appointment.

Term: 12 months fixed contract

Salary: Commensurate with experience. ICHOM pays competitive salary and comprehensive benefits package. Range for this position starts at £59,000/\$75,000 per annum.

Reporting Relationship: The position will report to the Outcomes Research Director

ICHOM – Background:

International Consortium for Health Outcomes Measurement (ICHOM) is a non-profit organization created in 2012 by the founders and early pioneers of value based healthcare to address the challenge of achieving the standardized measurement of outcomes. At ICHOM, our mission is to unlock the potential of value-based healthcare by defining what matters most to patients and encouraging the adoption and reporting of these measures worldwide to make life better for all. This takes the form of ICHOM's Sets of Patient-Centered Outcome Measures: we have produced 45 Sets to date, covering different conditions and for specific patient populations. By creating a standardized list of the outcomes based on the patient's priorities, along with instruments and time points for measurement, we can ensure the patient remains at the centre of their care. Over 500 hospitals and clinics currently use ICHOM Sets but our ambition is to make them the foundation of care pathways in every healthcare system around the world.

www.ichom.org

Job Description:

The Program Manager will be responsible for day-to-day planning and coordination of a healthcare learning collaborative that has a global scope of participants. Daily responsibilities include: maximizing participant engagement, scheduling, planning and logistics for meetings, coordinating technology partners work, and ensuring that the work is advancing according to an established work plan using common PM tools such as Gantt, WBS, tools such as Asana, and following the Charter.

Additional focus requires taking leadership role alongside the Outcomes Research Director and Learning Collaborator Facilitator in developing study protocols, writing project communications, managing the detailed operations of projects, analyzing qualitative and quantitative data and cultivating close





relationships with collaborating organizations.. The Program Manager will work closely with the Director of Outcome Research to ensure the day-to-day operations align well with achieving the study objectives.

Responsibilities

- Coordinate day to day operational aspects of the Learning Collaborative, including email communication, scheduling, documentation of meeting minutes and decisions, updating Gantt charts and other project related documentation.
- Coordinate regular and effective communication with stakeholders and collaborators via email and virtual meeting platforms.
- Coordinate meeting logistics for a wide variety of convenings, meetings, training sessions and workshops.
- Develop both independently and in consultation with others a wide variety of written material and communications in support of ongoing Collaborative activity.
- Plan and coordinate leadership meetings in conjunction with Learning Collaborative partners.
- Develop and maintain project work plans and timelines and regularly communicate initiative progress with partners and sponsors.

QUALIFICATIONS AND WORK EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience:

- Minimum 5 (five) years of experience managing programs related to healthcare related research projects.
- Experience managing both programmatic content and budgets.
- Minimum of three years of experience in coalition building and/or partnership development.
- Ability to lead and facilitate meetings, including managing group dynamics, structuring meetings to achieve outcomes, and capturing meeting outcomes and next steps.

- Ability to be both agile and flexible.
- Strengths in project management and implementation to manage multiple projects.
- Ability to interpret data, especially in the context of informing decisions for program and process improvement.
- Ability to work independently.





- Excellent oral and written communication skills.

Education:

Bachelor's degree from an accredited college or university or the international equivalent required. Certification in Project Management preferred.

We value equality, diversity and inclusion, and welcome applications from different backgrounds. For this role, we strongly encourage applications from all sections of the community.

To apply

If you believe you are the right fit for this position, please submit your resume and cover letter to jobs@ichom.org

Please state what kind of permission you have to work in the UK/ USA.

Deadline for application: 15th February 2024.

