

	Job Description
Function	Senior Data Manager – Research and Development (R&D)
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Percentage	100 %
Reporting Line	VP Information Systems, Security and Digital Technologies
Company Profile	<ul style="list-style-type: none"> AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases. 140+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ. AC Immune SA is a progressive, equal opportunity employer.
Job description, duties, and responsibilities	<ul style="list-style-type: none"> The Senior Data Manager (DM) is an important hire in AC Immune in its Data and Digitalization transformation and reports to VP Information Systems, Security and Digital Technologies. The DM, in collaboration with the Senior Data Scientist (DS), Researchers and Functional leads is responsible for developing the data strategy. A core operational responsibility of the DM is management of the laboratory data management platforms (aka 'the ELN', and all adjacent applications and databases), the underlying Data Model, any data integrations (both existing and new) as well as the migration of legacy datasets into the ELN. The DM is responsible for creating, revising, implementing, and enforcing data management policies and procedures. The DM is responsible for procedures related to the compliant, secure, effective, and efficient management and sharing of R&D data. Ensuring the adequacy, accuracy and legitimacy of R&D data whilst removing any limitations in data reliability and usability is central to this role. In consultation with R&D leadership, researchers, statisticians and data scientists, the DM is responsible for enabling: <ul style="list-style-type: none"> the analysis and interpretation of R&D data. the Identification of patterns, relationships, and problems in data and statistical sets. the extraction of pertinent data and the build of detailed reports for senior management, scientific teams, and relevant external stakeholders. the overall data governance of the ELN including co-authoring the new features/functionality roadmap of the ELN. The DM is also expected to: <ul style="list-style-type: none"> regularly monitor and evaluate information and data systems that could affect analytical results, including assessing system performance and where necessary making recommendations to enhance them. oversee and support R&D teams in the daily use of data systems. troubleshoot data-related problems. <p>Additional responsibilities:</p> <ul style="list-style-type: none"> As requested by the Chief Science Officer (CSO) and Chief Technical Operations Officer (CTOO).

Qualifications & Skills	<ul style="list-style-type: none">• MSc in Medical Biology• Proven experience in managing ELN software implementation projects (incl. project management, requirements gathering, data model design, database, and UI configuration & training).• Proven experience analyzing, transforming, and managing data, including a thorough understanding of data management functions (collection, analysis, distribution, etc.) and administrative policies.• Understanding of and experience with modern database and information system technologies.• Proficient in MS Office (Excel, Access, Word etc.).• Sense of ownership and pride in your performance and its impact on company's success.• Critical thinker and good problem-solving skills (including under high pressure conditions).• Ability to translate complex problems clearly and in nontechnical terms.• Good team player, comfortable working in a matrix-style/manner.• Good multi-tasking and time-management skills.• High-level interpersonal, verbal, and written communication skills.• Results and outcome oriented. <p>Additional Preferences:</p> <ul style="list-style-type: none">• Strong Project Management, Business Analysis or Business Administrative skills.• Demonstrable ability to lead the 'data agenda' and motivate scientific teams around the agenda and to communicate effectively with all Employees in AC Immune.• English: mother tongue or at proficient fluent level.• Professional experience in an English-speaking Company.
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