

Research Strategy and Communication Officer (SR-Tiget, Milan)

A **Research Strategy and Communication Officer** position is available at the [San Raffaele Telethon Institute for Gene Therapy \(SR-Tiget\)](http://www.sr-tiget.it), Milan, Italy.

The Institute. SR-Tiget is a joint venture between the Ospedale San Raffaele (OSR) and Fondazione Telethon, founded in 1996 with the mission to perform cutting-edge research on gene and cell therapy and translate its results into therapeutic advances for rare genetic diseases. The Institute is located within the OSR campus, which includes a large multi-disciplinary research hospital, a biomedical research center, a university and also hosts several biotechnologies companies. SR-Tiget has gained worldwide recognition as a leading center of excellence in the field of cell and gene therapy, and has implemented several successful gene therapy clinical trials, which have already treated >120 patients and led to the filing and approval of 2 novel advanced therapy medicines.

The position. The Research Strategy and Communication Office supports the SR-Tiget Director in a variety of strategic and operational activities, including strategic planning, reporting, internal and external communication. The **Research Strategy and Communication Officer**, reporting to the Research Strategy and Communication Manager, will provide highly organized and efficient support to the Office operations with a specific focus on the production of scientific content and documents, and organization of scientific events.

Main tasks

- Collecting and compiling information and data on SR-Tiget scientific activities and achievements, as a basis for the production of accurate and engaging content
- Contributing to and supporting the production of SR-Tiget institutional documents and reports, including annual reports, strategic plan and others
- Drafting and finalizing communication material for a variety of audiences and channels (i.e. presentations, leaflets, brochure, webpages, newsletter, induction manual)
- Liaising with the Fondazione Telethon and OSR Communication departments to ensure accuracy of scientific editorial content and effective sharing of information
- Drafting and editing internal procedures and institutional research policies
- Writing reports and minutes of internal and external meetings as required
- Supporting the drafting of non-scientific sections of institutional grant applications
- Following scientific developments at SR-Tiget and networking with staff, particularly in the area of Experimental Research
- Supporting the organization of institutional Retreats, Scientific Advisory Board meetings, scientific training events and other scientific meetings

Qualifications and skills

- PhD in life sciences and experience in research
- Experience in research-related project management, science management or scientific communication is a strong plus
- Excellent writing skills with ability to quickly synthesize complex concepts and communicate them effectively to different target audiences



- An excellent command of spoken and written English is necessary
- Excellent knowledge of Microsoft Office applications (the candidate is expected to be an advanced user of Microsoft Excel and PowerPoint). Knowledge of data visualization software is an asset.

Attitude

- Can-do attitude and willingness to learn new things
- Demonstrated ability to work with flexibility, efficiency and diplomacy both individually and as part of a complex team effort
- Ability to work effectively to deadlines, prioritize and establish effective workflows to streamline processes
- Excellent analytical skills and strong attention to detail

We offer

- A dynamic environment and a chance to give a contribution to an Institute leader in the field of innovative therapies
- Training opportunities
- Salary and contract depending on qualifications and experience

Applications, including a CV and a cover letter clearly explaining the interest and motivation for the position, should be sent by e-mail to Aida Paniccia (apaniccia@telethon.it). Evaluation of applications/interviews will begin immediately and continue until the position is filled.