

Job Title : Senior Executive / Manager, Business Intelligence and Development Unit
Business Entity : National Programme for Cardiovascular Research

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together five national R&D, clinical translation and service programmes to advance clinical research and innovation for Singapore, and establish important capabilities for a future-ready healthcare system.

The Business Entities under CRIS include:

- [Singapore Clinical Research Institute](#) (SCRI)
- [National Health Innovation Centre](#) (NHIC)
- [Advanced Cell Therapy and Research Institute, Singapore](#) (ACTRIS)
- [Precision Health Research, Singapore](#) (PRECISE)
- [Singapore Translational Cancer Consortium](#) (STCC)

Together, CRIS makes a positive difference to Singapore patients and researchers by ensuring that these clinical research platforms and programmes are at the cutting edge of capability development and innovation. If you are as passionate as we are in clinical trials and research, we want you!

The National Program for Cardiovascular Research aims to strengthen the overall impact of cardiovascular research and translation in Singapore through: (1) synergising efforts across Singapore through the establishment of Joint Platforms to improve patient outcomes and establish Singapore as a global leader in cardiovascular disease (CVD) research; (2) overcoming common barriers to research at the systems level; (3) driving commercialisation efforts; and (4) demonstrating the power of these synergies through a series of practice-changing Use Cases.

National Program for Cardiovascular Research will be housed as a business unit within the Consortium for Clinical Research and Innovation Singapore (CRIS), a wholly-owned subsidiary of the Ministry of Health Holdings (MOHH) Pte Ltd and anchored by the CVD research programmes and commercialization platforms of partner institutions (MOHT, NHCS & NHRIS, NUHCS & CVRI, NHG Heart Institute, KTPH, A*STAR, NUS, Duke-NUS, LKC).

What you will be working on

(A) GENERAL

Working under the supervision of the Platform Lead, the incumbent will be responsible for:

1. Identifying key market and industry trends and work closely with other public agencies to devise strategies to leverage on the opportunities to strengthen the healthcare and biomedical sectors in Singapore.
2. Industry development and company account management –
 - Facilitating engagements with and build trusted relationships with management and R&D executives of potential industry partners

- Engaging with companies to understand their R&D strategy – product/service offerings, technology needs, business strategy and R&D roadmap
 - Developing tools to support the establishment of industry-academic partnerships
3. Preparing and negotiating contractual agreements by working closely with various stakeholders, and to ensure compliance to internal guidelines and processes.
 4. Project Development – Work closely with the platform leads, clinicians and scientists to craft research plans/proposals, and ensure the technical feasibility and successful implementation of the project in accordance with the budget, timeline, scope, deliverables and objectives.
 5. Project Implementation – Work closely with Program Managers to monitor progress of industry projects, identify potential issues that may arise in the project development/implementation stages, mediate between different institutions and industry partners to ensure expectations are aligned, and troubleshoot administrative and policy matters where appropriate.
 6. Coordinating and hosting meetings, planning and organising workshops, conferences, overseas trips related to Business Development activities.
 7. Preparing reports and company briefs for meetings and updates to the Management.
 8. Together with the Strategic Planning and Development unit, initiate and manage Programme-related activities, events, meetings or initiatives with industry partners, public institutions, and private sectors.
 9. Working cross-functionally across the different internal departments (legal, finance, HR, corporate communications, IT) and with the different Programme partner institutions to establish the successful set-up of platforms and programmes.
 10. Convening the board and executive committee meetings, setting the agenda and providing secretariat support at various meeting platforms.
 11. Working with the Programme partners to develop new grant proposals and to administer and monitor the allocated Programme budget.
 12. Managing the administration and day-to-day operations of the Programme.
 13. Tracking the progress and deliverables of the Programme including budget, milestones and deliverables.
 14. Supporting the progress reporting of the Programme to the relevant agencies, institutions and funding bodies.

What we are looking for

(A) EDUCATION, TRAINING

Degree or Diploma in Life Science, Business Administration, or equivalent

(B) EXPERIENCE

1. At least 3 years of working experience in Healthcare, Biomedical Sciences and/or Medical Technology; with a background in research, clinical trials, product development or technology commercialization. Prior industry experience will be favourably considered.

2. Broad vision of science and technology, able to handle diverse technical topics beyond one's direct field of education and experience, and awareness of emerging fields. Able to appreciate and quickly understand new technologies and provide market assessment and their potential to be applied in different business contexts.

(C) ATTRIBUTES

1. Strong project management skills and able to work effectively in a cross-functional matrix.
2. Excellent communication (written and oral) and interpersonal skills.
3. Resourceful and able to work independently and in a team with minimal supervision.
4. Good analytical and effective problem-solving skills.
5. Strong organisational/administrative skills and attention to details.
6. Self-starter, proactive and results oriented.
7. Willing, adaptable and flexible to take on required/ necessary tasks beyond the job description.

What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to career@cris.sg with the subject **Application for Senior Executive / Manager (Business Intelligence and Development Unit), National Programme for Cardiovascular Research**. We regret that only shortlisted candidates will be contacted. For more information about CRIS and the Business Entities, visit our websites below:

- CRIS – <https://www.cris.sg>
- SCRI – <https://www.scri.edu.sg>
- NHIC – <https://www.nhic.sg>
- ACTRIS – <https://www.actris.sg>
- PRECISE – <https://www.npm.sg>
- STCC – <https://www.stcc.sg>