



**POSITION TITLE:** Site Director/Manager – St. Petersburg, FL

**REPORTS TO:** Chief Operating Officer

**PRIMARY RESPONSIBILITY:**

To build and maintain a successful local clinical site operation, while maintaining the highest standards of quality, customer satisfaction and profitability.

**JOB DUTIES:**

To manage the St. Petersburg Personal Healthcare site for Hill Top Research. These duties include but are not limited to the following:

- Manages the fiscal affairs of the site which include:
  - Regularly forecasts the site's revenue and profits.
  - Regularly reviewing the site forecast with the Financial Controller in line with expected revenue and profit.
  - Analyzes the site's performance and reports it to higher management.
  - Manages costs in line with revenue in order to achieve budgeted profit without sacrificing quality or client service.
  - Reviews study budgets making sure all costs are appropriate for the study.
  - Reviews client contracts as required.
  - Works with BD group on determining pricing of studies and preparation of proposals as required.
- Supervises and ensures the quality and profitability of each study managed in accordance with the study contract, study protocol, protocol amendments, Hill Top quality standards and other regulatory requirements, including the following:
  - Manages individual study budgets with the Study Managers in order to increase efficiency while minimizing financial and quality risks and assuring customers of satisfaction and regulatory compliance.
  - Assists in reviewing protocols according to HTR guidelines
  - Manages the master study calendar for the site, ensuring maximization of site resources, while maintaining study quality.
  - Determines and allocates internal and external resources, supplies and equipment needed to meet study requirements.
  - Ensures that studies are conducted per HTR SOPs.
- Works with Quality Assurance auditors to ensure that quality standards are met.
- Manages client/Hill Top study relationships by ensuring that communication is kept with key constituents, i.e. Investigator, Technical Director, Business Development and clients.
- Ensures that client expectations are thoroughly known and understood by the staff on every study and are clearly documented prior to study implementation.

- To recruit and maintain qualified staff who possess all of the necessary skills and can demonstrate a commitment to quality, clients and profits.
- Responsible for the safety of study participants and staff.
- Ensures appropriate training and development of associates, consultants and investigators (internal/external).
- Encourages staff to engage in professional societies to maintain their own and the Company's image and visibility.
- Supervises and evaluates individual performance of associates and conducts annual reviews as per company policy.
- Manages the relationships between the local site and all other business units within HTR.
- Effectively communicates site concerns and conflicts to supervisor in a timely manner.
- Ensures that the site is safe, well-kept, complies with health and safety requirements, and is an efficient place to do business.
- Communicates Hill Top's news, goals, objectives and strategies to the site staff.
- Sets the agenda (goals, strategies, etc.) at the site consistent with those of the Company.
- Identify new business opportunities and shares these opportunities with senior management.
- Enhances the Company's visibility and image by seeking opportunities for publications and presentations that promote the technical expertise and business capabilities of Hill Top Research.
- Successfully creates and implements formal presentations as assigned.
- Stays current with clinical research testing, competitor developments and the client marketplace.
- May serve on studies in other technical roles as qualified.

**QUALIFICATIONS:**

B.S./B.A./or RN degree required. Advanced degree (MS, MBA and/or PhD) and professional certification (ACRP, SoCRA) is preferred. Experience in the operation of a clinical research testing site is preferred. A minimum of two years management experience is required.

**SKILLS AND ABILITIES REQUIRED:**

- Ability to think strategically for business planning, development and implementation.
- Demonstrated knowledge of site operations, HTR SOPs/policies, regulatory requirements and quality standards (e.g. GCP, ICH GCP)
- Demonstrated ability to understand fiscal responsibilities (department and study budgets)
- Demonstrated technical competence in the conduct of studies
- Ability to develop relationships with clients at the highest levels
- Ability to support and lead the company's quality initiatives within the site
- Results and goal oriented
- Outstanding leadership qualities
- Excellent team building skills
- Excellent written and oral communication skills
- Demonstrated oral presentation skills
- Ability to supervise and evaluate associates' performance
- Ability to work with others in a positive and cooperative manner
- Expertise in standard computer software applications

If interested, please send your current CV to Mary Ellen Hall, VP/HR: [mhall@hill-top.com](mailto:mhall@hill-top.com)