**JOB DESCRIPTION**

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| Job Title: Business Manager | Job Code: 001156 | Grade: 132 |

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| Department Name: Imaging | FLSA Status: Exempt |

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| Position Reports To: Director PET Core & Senior Administrative Director | Date Description Created/Revised: 01/8/2024 |

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| HR Reviewer: Jenifer Berry | Department Reviewer: Pedram Heidari and Joyce Ferland |

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed. Please note that this section should be written in a paragraph format and provide a broad description of the role and its purpose as well as the reporting structure.

Reporting to the Director PET Imaging Core and Senior Administrative Director, the Business Manager (BM) is responsible for administrative management of the MGH PET Core, Center for Nuclear Medicine and Theranostic Science (CNMTS) and Gordon Center for Medical Imaging (GCMI). Using independent judgment, the BM works with minimal supervision. Included in the responsibilities are: independent financial and administrative oversight of the MGH PET Core, BM manages PET Core, CNMTS and GCMI space portfolio, Asset certifications, PeopleSoft and UKG management.

Drawing on a broad understanding of sponsor policies and requirements and displaying a high degree of initiative and independent judgment, the incumbent will collaborate closely with physicians, scientists and departmental leadership to continually assess a wide range of research issues, including financial, personnel, operational and regulatory, space and equipment. Requires discretion and judgment to organize priorities, complete tasks and handle confidential information.

PRINCIPAL DUTIES AND RESPONSIBILITIES: In order of importance, list essential areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation. This section should be completed as a bulleted list and explain how the role is performed.

**MGH PET CORE MANAGEMENT – 50%**

* Works with PET Core Directors to prepare complex annual operating and capital budgets for the PET Core; prepare reports as requested by department, hospital, or MGB.
* Partners with PET Core Directors to set and enforce PET Core policies in alignment with MGB, NIH, Sponsor policies
* Review, negotiate, and execute contracts including Lab Service Agreements (LSA’s) with external users (Academic and Industry); track the LSA’s to ensure continued compliance and amend as necessary. Independently manage the lifecycle of LSA’s from initiation to close-out.
* Oversee execution of Master Clinical Trial Research Agreements (MCTRA’s); guide internal and external users through the process of joining a MCTRA; track compliance of MCTRA throughout its lifecycle.
* Forecasts revenue based on evolving landscape (including downtimes), accounts for professional and non-professional salaries and non-salary expenses including capital equipment purchases, human and animal subject purchases, patient care corrections. Monitors and budgets performance throughout the year to ensure continued sustainability and growth; analyzes and reports on financial performance. (~$3.3M annual budget).
* Performs monthly billing procedures, including creating and submitting invoices for internal and external users, submit journal entry and cost transfers, follow-up on external payments, ensure compliance with LSA’s, SRA’s, and MCTRA’s, troubleshoot issues with users as it relates to expired or overspent funding sources.
* Manages the updates and submissions of additional services requests/budgets to Research Cores Finance including pricing for additional services.
* Collaborate with Core Directors, Scientists, and Technicians to ensure the provision of applicable and in-demand services; works with Core Directors to assess needs of MGB imaging community to fill research need gaps.
* Develop strong relationship and effective communication with all involved parties including Core Directors, Physicians, Scientists, Technicians, Users (external and Internal), Vendors, Industry Partners, and MGB Associates.
* Oversees initiating special payment requests on behalf of the MGH PET Core; draft and execute internal and external consultant agreements; liaise with Physicians, Scientists, and Technicians to ensure continued participation in PET Core activities as are necessary.
* Responsible for addressing user inquiries related to quotes, billing, policies, pilot studies, definition of services, and fees.
* Collaborate with internal users to determine the appropriate contract type that will drive billing methods (SRA v. LSA)
* Represents the Core at local and outside events such as the Research Cores Day or the Research Cores Forum
* Maintaining a web presence of the Core on different platforms, including Harvard Catalyst, CNMTS, MGH, and MGB websites.
* Oversees capital equipment purchasing for the Core
* Manage contract service agreements including the negotiation and execution with vendors, MGB contracts and AP departments; ensure invoices are appropriately paid; maintain knowledge of breadth and timeline of all existing service contracts

**SPACE AND EQUIPMENT – 10%**

* Manage PET Core, CNMTS and GCMI space portfolio; allocate desks and offices to new employees; identify opportunities for new space or better space utilization; respond to space related questions including building and grounds requests, telecom inquiries; lead space dispute resolution discussions between PIs and other involved parties
* Ensure space reports sent to department heads are up to date
* Manage annual Asset certification

**HUMAN RESOURCES RESPONSIBILITIES – 40%**

* Serve as CNMTS, GCMI and PET Core timekeeper; remain apprised of timekeeping policies
* Act as Peoplesoft manager submitting all necessary Peoplesoft transactions

SKILLS & COMPETENCIES REQUIRED: This section should be a bulleted list of minimum requirements explaining the skills (what the individual is trained for) and competencies (measurable as defined by the job) necessary to perform the job.

* Leadership: Ability to identify issues/projects and initiates plans to address; Demonstrates forthrightness and integrity
* Must possess extensive knowledge of grants management regulations in particular Uniform Guidance.
* Discretion and Confidentiality: Ability to handle sensitive and confidential matters discreetly
* Excellent attention to detail
* Financial Skills: Exceptional skills (including strong grounding in general accounting principles, and financial tools).
* Strong analytical, computer and financial skills
* Information Systems/Technology Skills: Exceptional computer skills (including operating systems, word processing, database, electronic mail, Internet, and spreadsheets).
* Excellent organizational and project management skills
* Ability to work well under pressure and under deadline
* Excellent word processing/spreadsheet/database skills
* Ability to handle sensitive/confidential information
* Independent judgment and problem-solving skills

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS: Specify minimum credentials and clearly indicate if required or preferred.

 [x]  Not Applicable

EDUCATION: Check boxes that best describe the minimum and preferred education requirements.

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| **Minimum Required:**[ ]  High school diploma, GED or equivalent[ ]  Certificate : Please specify[ ]  Some college or Associate’s Degree[x]  Bachelor’s Degree[ ]  Master’s Degree[ ]  Doctoral Degree[ ]  None required | **Preferred:** [ ]  High school diploma, GED or equivalent[ ]  Certificate : Please specify[ ]  Some college or Associate’s Degree[x]  Bachelor’s Degree[ ]  Master’s Degree[ ]  Doctoral Degree |

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EXPERIENCE: Indicate the required and preferred (optional)amount and type of experience.

Required: Minimum of 2 years related experience

* Minimum 3 years of directly related experience or hospital/research sponsored setting

SUPERVISORY RESPONSIBILITY (authority to hire, promote, or terminate): Indicate supervisory “scope” and list the number of employees supervised.

None

FISCAL RESPONSIBILITY: Indicate financial “scope” information, e.g. size of budget, volume, revenue, etc.

WORKING CONDITIONS: Describe the conditions in which the work is performed. Use this section to detail any physical requirements for the position (lifting, carrying, etc). Use this section to also detail any environmental conditions associated with the position (outdoor weather requirements, hazardous materials, etc).

* Research administrative office environment

*The information contained in this document is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of individuals so classified.*

Job Posting (optional): Use this section to indicate preferred text when posting this job on the careers page. This section should not be a copy of all that is written above but rather a condensed version highlighting the important points.