## Job Description

**Department:** Program Management
**Job Title:** **DirectorProject Management**
**Reports to:** Vice President, Program Management

### Primary Objective of Position

The Director/Sr. Director, Project Manager, provides project management expertise to cross functional project teams which includes oversight and facilitation of team interactions related to project operations and delivering on key milestones. This will include, but is not limited to, the development and management of project plans/timeline, issue and risk management, project team coordination, facilitation and documentation of project team meetings. The initial focus of this position will be to support the planning and execution of various development stage project and/or involvement in Medical Affairs and Commercialization related efforts.

### Major Duties/Responsibilities

- Facilitate effective project team and cross-functional interactions.
- Construct and maintain cross-functional integrated project plans including project timelines.
- Perform project risk assessments and critical path analyses to ensure team deliverables are being appropriately tracked and met. This could include the development of any necessary risk mitigation strategies.
- Identify and potentially escalate project issues to ensure effective resolution in a timely manner.
- Evaluate the impact of project activities across the portfolio and where there may be points of synergy or conflict.
- Ensure clear communication across the functions and team members.
- Ensure and support effective project related decision making.
- Develop and implement metrics for project performance.
- Align project work with the overall corporate objectives and directions from senior leadership.
- Work closely with project team leaders, cross functional team members and functional leadership.
- Cultivate strong working relationships with project team members and corporate partners.

### Skills & Abilities

- Understanding of global considerations in drug development.
- Proven ability to drive projects to completion against budget and schedule constraints.
- Skilled in project management methods, tools, and reporting.
- Proficient in team leadership, facilitation, conflict management, decision making, teamwork, and influence management.
- Excellent interpersonal skills and adept at verbal and written communication. Must clearly communicate complex ideas to varied audiences that include engineers, scientists, technicians, and executives.
- Proficient in Microsoft Word, Excel, Project and PowerPoint. Visio is a plus.

### Physical Demands

*The physical demands described are representative of those that must be met by an employee to successfully perform the primary functions of this position.*

The physical demands of the office are normally associated with extended amounts of time in front of a computer. While performing the duties of this job, the employee is frequently required to stand, walk, and sit.    Travel as needed (up to 15% expected, including possible international travel)

## Education & Professional Experience

Key differentiators between a Director and Senior Director level candidate will relate primarily to depth of experience, training and education, as well as the demonstrated ability to manage and resolve complex issues.

- **Education**

Bachelor's degree in a scientific field.  A Senior Director level would require an advanced degree in a scientific field.

- **Experience**

Director level candidate would possess at least 5 years of work experience as an R&D project manager or project team leader working with cross functional teams in a Pharmaceutical or Biotechnology company.  A Senior Director level candidate would require a minimum of 10 years project management or project team leader experience. Oncology and product commercialization experience highly desired.

- **Special Training**

Project management training or certifications are recommended.

## Approvals

Employee

    Signature_____    Date_____

     Print Name _____    Title_____

Supervisor

    Signature_____    Date_____

     Print Name _____    Title_____