

Functional Manager/Sr Functional Manager, Clinical Operation

Job ID: 00408831

Job Function

Clinical Operations

Schedule

Full-time

LocationUnited States-California
South San Francisco**Job type**

Regular Employee

Company/Division

Pharmaceutical

Job Level

Manager

Who We Are

At the Roche Group, about 80,000 people across 150 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 30 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. The headquarters for Roche pharmaceutical operations in the United States, Genentech has multiple therapies on the market for cancer and other serious illnesses. Please take this opportunity to learn about Genentech, where we believe that our employees are our most important asset and are dedicated to remaining a great place to work.

The Position

Position Purpose:

To provide high quality management, coaching and functional expertise to individuals so that they maximally contribute, deliver and develop.

To contribute to Study Management function to develop as a Centre of Excellence for either insourced or outsourced studies and ensure effective implementation at the Site.

Major Responsibilities and Accountabilities:

1. People Development and Management

- Manage, coach and develop people in order to maximize their capability and contribution

to provide high quality deliverables.

- Create a positive work environment by encouraging mutual respect, innovation and accountability at all levels (local, global, functional, projects/programs).
- Ensure that employees are appropriately trained, developed and coached to comply with Company and regulatory standards.
- Ensure that communication is managed consistently in a timely manner with the appropriate context.
- Support management and staff in a matrix environment.
- Conduct ongoing performance management dialogue. Complete the required steps of the performance management cycle.
- Conduct individual development plans/career discussions.
- Actively contribute to the performance calibration, talent management and succession planning process.

2. Functional Expertise and Oversight

- Maintain an oversight of execution of work and deliverables.
- Ensure that standards and processes are implemented locally to create consistency, efficiency and high standards of compliance.
- Work effectively with the relevant local and global management to ensure that sufficient, appropriately qualified resources are identified, made available and allocated.
- Lead/contribute to regular functional forums (at all levels) to ensure knowledge sharing and consistency.
- Advocate/drive changes within the organization and lead by example.
- Ensure adherence to company and departmental policies, procedures, guidelines and training compliance (including time reporting, travel approvals, expense reports, conference attendance, etc.)
- Escalate issues when needed and encourage resolution at the lowest appropriate level.
- Contribute to the development of global standards, processes and functional initiatives.
- Proactively manage key stakeholders.

Who You Are

Skills and Knowledge Required

Experience

- 5+ clinical operations expertise with broad knowledge of current clinical development

- processes, roles and responsibilities
- 3+ Demonstrated leadership or management experience (including study or project management), ideally associated with previous experience of people development activities
 - Ability to work effectively in a matrix environment
 - Knowledge of ICH/GCP
 - Proficient computer skills
 - Demonstrated integrity, courage and passion
 - Flexible attitude

Competencies

- Developing yourself & others / Coaching & Development
- Collaboration & Teamwork / Influence
- Decision Making
- Leading Innovation & Change / Innovate, learn and change
- Driving for Results / Efficiency

Cost and financial awareness in relation to study and functional budgets

Other:

Some travel may be required

Genentech is an Equal Opportunity Employer.