

Procurement Project Manager - Change Management & Communications

Job ID: 00412210

Job Function

Procurement

Schedule

Full-time

Location

United States-California
South San Francisco

Job type

Regular Employee

Company/Division

Pharmaceutical

Job Level

Experienced

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

Location: San Francisco, CA or Basel, Switzerland

Primary Purpose of Job (Job Summary)

> Lead and execute on Organizational Communication and Change Management activities in support of projects for the GPP projects.

Principal Roles & Responsibilities/ Accountabilities – Major functions of the position

Management Roles & Responsibilities

* Responsible for the assigned tasks on GPP projects globally

Functional Roles & Responsibilities

* Lead organizational communication and change management related activities across key GPP projects.

* Assess the needs of change management for specific projects and provide recommendations to address the changes and ensure realization of the project scope and

objectives

- * Align with and utilize Business Process Excellence (BPE) resources and methodology throughout the project life cycle(s). Ensure that objectives and critical success factors are identified, met and measured. Strive to develop a well-rounded BPE skill set.
- * Identify risks, anticipated points of resistance and potential lack of sponsorship and develop plans to effectively mitigate these
- * Develop actionable change management plans, including risk assessments, stakeholder engagement, communication, and training plans for any assigned projects
- * Coordinate with team members, sponsors, Business process managers, local end users/customers, and stakeholders to ensure alignment with project and GPP vision, goals, and objectives and understand the needs of customers and stakeholders
- * Work with Team members to integrate change management and communication activities into the overall project plan to secure effective and lasting adoption.
- * Facilitate meetings, workshops and other events where communication and change management are required.
- * Actively participate and facilitate at all team meetings as a full member of the assigned project team,
- * In partnership with the Business Process Owner (BPO)/Sub Process Owner ensure an effective business review process with all relevant input about prioritization, impacts, cost/benefits, vision and objectives associated with project deliverables and change management/communication.
- * Coordinate with Technical teams and business end users across the project lifecycle in all areas associated with communication and change management
- * Work individually and in groups with project team members and stakeholders as needed
- * Engage and coordinate with training managers and planners. Make sure the Training Materials and information sharing tools consistently reflect updates with regards to change management and communication (e.g. Roche Wiki, Procurement Manual)
- * Build strong collaborative networks with key stakeholders and ensure communication is concise, consistent and compelling
- * Ensure alignment of change management approach and stakeholder outreach across related Infrastructure projects, optimizing stakeholder involvement.
- * Ensure compliance with global business process guidelines, policies, and governance.
- * Drive for continuous improvement and scalable and sustainable solutions to meet global needs
- * Engage as a fully vested member of the GPP team and support all goals and objectives of

* University degree or similar level education