

Senior Manager, LSPC Operations Manager, Pipeline and Portfolio Planning (PPP) Cross-Portfolio Governance

Job ID: 00412629

Job Function

Clinical Development

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

The successful candidate will be a key member of the Cross-Portfolio Governance (CPG) team within PPP/Pharma Portfolio Management. The CPG team establishes and manages governance operations and decision-making processes for late stage development to enable well informed and timely corporate decisions on portfolio investment and prioritization.

The manager of LSPC Operations works in close partnership with the late stage portfolio committee (LSPC) Business Manager and is responsible for providing project management support for CPG key initiatives and for leading and managing the monthly LSPC decision-making operations cycle.

Responsibilities

- Lead and manage the monthly LSPC agenda preparation process with key stakeholders in late stage teams in efficient, collaborative and transparent way
- Write minutes for the LSPC monthly meetings
- Anticipate, identify, manage and communicate risks to the execution of the monthly operations cycle
- Support LSPC Business Manager in preparing recommendations and proposals for meetings with LSPC Chairs and other senior leadership

- Maintain LSPC Charter, process documentation and required templates for team presentations for committee decisions
- Manage CPG communications with cross-functional stakeholders
- Guide, educate and support late stage teams, finance, PPM and other key stakeholders through the LSPC operational processes
- Actively contribute to best practices and continuous improvement
- Provide project management support to key projects, and programs led by CPG members and sponsored by senior leadership

Job Skills and Expectations

- Excellent project management skills
- A strong understanding of pharmaceutical/biotech industry, drug development process and trends, and business strategy
- Customer service orientation and attention to detail
- Strong oral and written communication skills
- Experience managing process improvement implementation and change
- Excellent interpersonal skills, including clear, succinct and timely communication and proven ability to foster important relationships with customers and key stakeholders.

Who You Are

Requirements

- A scientific degree or advanced degree or equivalent experience
- Project Management certification (i.e. PMP) or equivalent experience.
- Knowledge of the drug development process relevant to the pharmaceutical/biotech industry and experience supporting cross functional drug development project teams.
- Demonstrated ability to translate strategy into action.
- Strong influence, negotiation, and presentation skills.

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