

Senior Director, Contracts Process and Operations

Job ID: 00413014

Job Function

Procurement

Schedule

Full-time

Location

United States-California
South San Francisco

Job type

Regular Employee

Company/Division

Pharmaceutical

Job Level

Executive (Director/VP/SVP)

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

Senior Director, Contracts Process and Operations

Location: San Francisco

* This leadership role is responsible for leading a team of leaders in the newly defined Global Pharma Procurement Strategy, Realization and Operations organization (GPP SRO) and is accountable as the global contracts business process owner to ensure optimal GPP value delivery to our business partners.

* This leader will be leading an organization that is bringing together all GPP contracts teams into one function to leverage best practices and align with the GPP Go Simple project to streamline contracting processes within GPP.

* This leader has strategic accountability for activities associated with development and execution of contract agreements for all GPP customer groups globally (Product Development, Research, Technical Operations, Global Product Strategy, US Commercial and US Site Services)

* This leader is the primary liaison with senior leaders in various GPP client groups and

US/EU legal organizations and must be able to effectively influence senior leaders

* Accountable for appropriately managing legal and compliance risk on behalf of Roche in the execution of the contractual process including negotiations of terms and conditions.

* This leader is accountable for connecting the Contracts process to solutions (IT) and service delivery.

Key Relationships

- Internal: Provides guidance and mentoring to Contracts staff members in contract development and administration and working effectively with Genentech user community and vendors

- Business Partners

- External: Seeks out industry benchmarks

- IT and the S2P Steering Committee

Key Responsibilities

* Reports to the Head of GPP Strategy Realization and Operations.

* Manages 6 direct reports and manage a team over 110 employees and contractors.

* Responsible for developing and implementing contract processes and managing a group of professional contract staff globally representing all GPP functions.

* Ensures that a wide variety of company contracts are negotiated and processed to meet the needs of multiple client groups.

* Manages the contract process from initial request to contract execution, focuses on agreements with complex legal and business risk.

* Actively manages the GPP Contract process and support the connection to the overall Procurement Processes of Category Management, Contracting, Request to Pay and Master Data processes.

* Ensures all policies that govern the conduct of contracting activities are adhered to in accordance with all legal policies globally

* Works with Roche/Genentech user community to ensure there is a complete understanding of contract requirements.

* Works with direct reports, other team members, and various internal business partners to review contract service levels and performance.

* Participates in process improvement or other projects that enhance and streamline contracting processes, systems, tools and other resources; collaborates legal departments to improve contract templates and processes.

* Provides direction and training to teams regarding good business procedures and contract business terms; shares best practices and feedback on contract and budget matters to Contracts staff and GPP teams.

* Identifies and manages areas of risk and compliance both in the establishment of contracts

and in the operation of the contracts and the relationship with the outside vendor.

Who You Are

Preferred Role Qualifications, Knowledge and Experience

* JD or commiserative experience, with at least 15 years industry or related experience and a minimum 10 years relevant experience in contract negotiation and legal processes.

* Experience with negotiation and drafting of various types of contracts.

* Comprehensive knowledge of general corporate business practices, government and commercial contracting regulations and principles.

Contract experience in the biotech or pharmaceutical Industry.

Competencies:

* Experience in building and leading cross-functional, global teams and working in a global environment

* Critical reasoning skills including the ability to proactively identify and resolve complex problems quickly and with proven analytical capabilities

* Ability to work in complex environment, to prioritize and manage multiple tasks and respond to issues with a sense of urgency

* Ability to manage conflict; fosters open communication with others

* Strategic thinker, strong analytical and problem solving skills

* Strong negotiating and influencing skills

* Strategic business partner to business unit leaders

* Exceptional at spotting, developing and retaining talent

* Experience leading through transformational change, collaborating, influencing and engaging both employees and stakeholders in the process

* Good interpersonal skills that have proven effective in managing relationships and negotiating solutions while maintaining a level of approachability with colleagues both internal and external

* Excellent communication skills including the ability to state opinions clearly, ask questions, seek clarification, communicate facts objectively, challenge when appropriate, and pursue issues to resolution; ability to present clear messages from complex information, data to all levels in the organization

Genentech is an Equal Opportunity Employer.