

Principal or Senior Program Manager, Site Engineering

Job ID: 00413157

Job Function

Production & Manufacturing

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

Department: Site Services

Cost Center Name: Site Engineering

Based on candidate experience the position can be either leveled as a Principal or a Senior Program Manager (E5/E4)

Responsibilities:

This position manages and directs a portfolio of construction projects <\$10M at the Genentech South San Francisco campus (including Dixon and Redwood City). The program manager is the direct interface between an internal Genentech customer group and the Site Engineering outsourced project delivery service provider on each project within their portfolio and is accountable for the successful delivery of the entire portfolio while ensuring a high level of customer service. The program manager role is strategic, customer facing, and leverages performance management principles to accomplish the work. Key responsibilities

include:

Customer Interface and Project Planning

The program manager is the direct interface between Site Engineering and the key representative(s) of a major Genentech functional group such as Research, PTD, Workplace Planning, Facility Operations & Maintenance, SSF Production, Energy Program and EH&S. The program manager will be highly engaged with the customer to assist in developing new project scopes, providing input on initial costs and schedules for that customer's portfolio of work (cLRP level estimates), and assist the customer in driving project starts. To support this work in the Planning/Project Initiation stage, the program manager will engage resources as appropriate for constructability reviews, alternative analysis, scheduling, estimating, etc., to assist the customer in creating initial scope documents, which capture the initial scope, schedule, estimate, conceptual layouts/plans and key planning assumptions. Service Level Agreements are developed and adhered to for the specific customer group.

Portfolio Management

The program manager will be responsible for the portfolio of projects executed for their customer group, overseeing all of the projects from planning stage to closeout and completion. The program manager will work with the project delivery service provider to assign projects to project managers from the service provider, and will be engaged with the status of each of these projects, providing input and strategic direction between them based on customer needs. The cash flow and budget & resource management of the functional area's portfolio shall be the responsibility of this role, as will assisting the customer in prioritizing their portfolio to meet available project resources. A key deliverable for the program manager will be the creation of a portfolio financial report, detailing the budget and cash flow status of the portfolio on a monthly basis.

Project Delivery

The basic function of this position is to ensure delivery of innovative and cost effective design and construction strategies for various construction projects at the Genentech South San Francisco campus (including Dixon and Redwood City) for each internal customer group. The project portfolio consists of multiple small projects with total project costs up to \$10M each. The typical program manager's portfolio consists of 40-60 active projects at any given time, and totals approximately \$12M-\$20M of annual spend. The projects are delivered through a third party supplier who operates within the limits established by agreed upon scopes, budgets, and schedules of approved projects and makes decisions to control the work within these limitations. The third party supplier executes projects through established project delivery processes, which includes key stakeholder engagement in defining project requirements and scope, business case justification, economic evaluations required to secure financial approval, and ensuring that projects meet intended functionality while controlling costs. The program manager works with the customer to define the project at a high level in the "Project Initiation" stage, and passes it to the project delivery service provider to initiate the project into the "Concept Design" stage, where the service provider takes over full responsibility of the project through completion. The program manager oversees the work of the service provider with performance based / performance managed oversight.

Finally, a key role for the program manager is leading/giving presentations to upper management to obtain funding for each project, usually in stages (i.e design phase funding,

then construction phase funding). The service provider will prepare initial draft presentation materials for the program manager, but final presentation creation and delivery to management is a key role of the position. The approving audience will consist of the Site Services Vice President and Directors. For projects over \$5M, the program manager will present to the Capital Governance Committee (consisting of the Genentech CFO and VP's).

Project Controls and Governance

The program manager will ensure that all active projects adhere to project controls and governance requirements. Each project is funded through appropriate governance processes and the project delivery services are procured from the service provider. Project estimates, proposals and funding packages are reviewed and invoices are approved by the program manager. The program manager also ensures that project changes are managed according to established processes and ensures that all work is conducted within the contractual terms established between Genentech and the service provider.

Continuous Improvement:

A subset of the program manager's time will be dedicated to leading and/or supporting continuous improvement initiatives to improve the project planning and delivery processes that enhance customer relations and workflow efficiency. This role is expected to take 5-10% of the program manager's time.

Who You Are

Bachelors degree in Engineering with a preference for mechanical, electrical, chemical, environmental or related field. Certification in project management (i.e. PMI certification) or additional relevant management training is desirable.

7 to 12 years experience in Engineering, Project Management, Facilities, Planning or related field, as well as a good working knowledge of project design, construction and management. The candidate must have excellent interpersonal, leadership, collaboration and conflict resolution skills, as the role works frequently in a resource challenged and schedule sensitive environment. Confidence in leading a team of project professionals, positive attitude, and a good temperament for customer interaction is a must. Candidate must have excellent communication and presentation skills, and must deliver effective presentations to senior management. Finally, the candidate must embrace approachability and true relationship building with customer and third party partner groups.

Genentech is an Equal Opportunity Employer.