

Senior Project Manager - Architecture & Engineering Ops

Job ID: 00413738

Job Function

Information Technology

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 AE&O Senior Project Manager scopes, plans and manages local, regional and global IT projects consisting of one or more delivery streams. He/she works with solution owners and project sponsors within AE&O (Architecture, Engineering & Operations) and SP&A (Shared Platforms & Applications).

As part of a team of project management professionals he/she reports to one of the Team Leads of Project Management within AE&O Project & Portfolio Management and is supported by portfolio analysts of the AE&O PMO and SP&A PMO (if applicable).

The Senior Project Manager is responsible for scoping, planning, managing and controlling global IT projects and reporting in a timely, accurate and transparent manner following standardized methods to allow accurate portfolio management and project execution control within AE&O and SP&A.

The senior project manager works closely with a responsible portfolio analyst from the PMO in AE&O (or SP&A) to ensure timely and accurate project reporting on project scope, schedule, cost and resources, as well as project risks, issues, action items, and

dependencies.

In addition the senior project manager needs to collaborate closely with the Finance, Quality & Procurement departments as required. Also the involvement of other Pharma IT areas outside of AE&O and SP&A (as internal project workforce) might be required (e.g. Roche's Shared Service Center in Warsaw).

Major Responsibilities include:

- Project Scope Management - Formulating and defining scope and objectives of the project in collaboration with the responsible Solution Owner and ensuring communication of project goals, schedule baselines, and business direction to all identified stakeholders
- Project Stakeholder / Communication Management - Identifying all relevant project stakeholders and establishing and implementing an appropriate communication plan to manage their requirements
- Project Delivery Primarily - Delivering the project on time, on approved (baseline) budget, within quality limits, and with the expected benefits, as defined at project entry and project baseline gates and through controlled and documented change management throughout project delivery, as needed
- Project Risk, Assumption, Issue and Dependency (RAID) Management - Actively managing risks, assumptions, issues and dependencies (RAID) by carefully assessing potential impacts in collaboration with the respective project teams and proposing appropriate mitigation actions. Is also responsible for identifying, actively managing and integrating with any dependent projects or activities.
- Project Planning, Tracking, Control & Reporting - Creating baseline project schedules and tracking the completion of project deliverables, tasks, activities and milestones. Providing accurate, timely and fit for purpose project status reports using established norms and reporting tools of the portfolio
- Team Building & Leadership - Organizing and supervising the appropriate involvement of project resources and actively managing and addressing the resolution of conflicts within the project team.
- Compliance – Directly accountable for ensuring compliance with project management, portfolio management and CSV policies, guidelines, process tools and reporting standards of the portfolio. These norms will include all system qualification/validation state documentation, project documentation and resource forecasting/tracking, financial forecasting/tracking and governance procedures of the portfolio for the specific projects assigned

Who You Are

- PMI PMP certification or equivalent required.
- University degree in informatics, science or equivalent required.
- Min 7-12 years of diversified business experience in multiple areas of technology.
- Min 8+ years in Informatics project management
- Demonstrated experience in managing medium to large size global/regional with a budget of at least 2 Mio. CHF/USD project budgets in multi-cultural environments
- Demonstrated experience in managing projects with up to 60 team members (employee and/or contractor)
- Demonstrated experience in managing external contractors/suppliers and external workforce throughout the full project life cycle
- Demonstrated experience in managing projects with significant potential to cause moderate to significant business disruption (if not well managed)

- Demonstrated experience in the management of complex issues on a regional/global level (scope, time, cost, quality, risk, team)
- Experience in project organizational structure development, team/resource management and stakeholder management
- Ability to guide, mentor and coach colleagues in the best practices of project management, e.g. for operational activities and enhancements that are not formal projects
- Ability to travel for 1-2 weeks at a time, based on project assignments and needs
- Demonstrated experience in managing organizational change and supporting high performing, dynamic team environments
- Demonstrated experience in virtual, cross-functional and matrixed project team management
- 3-5 years multicultural / international experience
- Strong influencing and persuasion skills.
- Balance among drive for results, customer focus and realistic goal/milestone setting

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