

Sr. Planning and Execution Manager

Job ID: 00414640

Job Function

Project Management 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 USMA Manager of Systems and Processes works closely with the business to define strategies for development, implementation and improvement of core business processes and workflows to support the business needs in alignment with local regulations and corporate policies. This includes defining current processes, establishing mechanisms to identify process gaps and develop solutions, establish quality control measures for processes and system data, and coordination of process and quality improvement projects. The Manager of Systems and Processes is responsible for analyzing, refining and developing processes through to implementation and beyond to support decision making by USMA management.

Job Duties/Responsibilities:

- Organize and facilitate teams to critically review current business processes for quality, simplification and effectiveness and to identify requirements requiring cooperation and support from cross-functional stakeholders/business partners, establishing links between business strategy and process improvement initiatives and use of systems.
- Develop procedural documents, working documents and clinical study manuals in compliance with regulatory requirements and global processes.

- Routinely prepares reports by collecting, analyzing and summarizing information to support portfolio planning and study management activities and decisions.
- Collaborates with local or global reporting teams to create USMA specific reports to ensure accurate data is reported to management and enable good business decisions to drive business success.
- Collaborates with USMA stakeholders and other business partners to ensure appropriate documentation and integration in to process maps.
- Regularly attend cross-functional staff meeting to present system and processes project and process improvement activity status.
- Represents USMA on global systems/processes initiatives contributing to maximize functionality and ensuring alignment.
- Serve as internal advisor to address systems/process related questions and gather information to distinguish requests from true business needs.
- Develops tools, templates and procedural documents to support the tactical application of business processes as required.
- Routinely solicits feedback from users on systems and process enhancements, training and other ways of driving more effective systems/processes integration.
- Provides input to training programs and team effort by accomplishing related results as needed.

Who You Are

Competencies Identified for Success:

- In-depth knowledge of Business Process Development
- In-depth knowledge in process improvement methodologies
- Strong analytical and critical thinking skills
- Experience in facilitating workshops and focus groups
- Experience in developing business requirements
- Experience in developing procedural documentation and presentations
- Advanced skills in MS Office and Visio, PlanSource, Business Objects Design
- Excellent project management, planning and prioritization skills with ability to multitask and adapt in a fast-paced environment
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group
- Detailed-oriented with the ability to work independently
- In-depth knowledge of drug development and clinical trial methodology

Education and Experience:

- Advanced degree preferred
- 10-12 years of experience in pharmaceutical/biotech research
- Medical Affairs experience preferred
- Project Management/Process Mapping experience preferred
- 10-12 years clinical research experience
- Must have demonstrated ability to learn new systems and develop processes to support new systems
- Some travel required

Genentech is an Equal Opportunity Employer.