Director, Program Management

Remote

Summary

Reporting to the Senior Vice President, Program Management, the Director, Program Management is responsible for the progression of the company's drug product(s) through oncology early to late stage development programs ensuring alignment with overall corporate goals.

Responsibilities

- Identify projects required to support drug product development plan; project elements will include Research & Development, Non-Clinical, Clinical, Medical, Technical Operations, Regulatory and Quality.
- Clearly establish project objectives ensuring clear documentation and understanding.
- Support project leaders to codify all project activities within project plans.
- Ensure objectives and timelines within individual projects align with program development plan.
- Attend project meetings for awareness of objective completion, support issue resolution and drive risk assessment and mitigation planning.
- Create and utilize planning tools such as decision support tools, Gantt charts and timelines.
- Organize and conduct drug product development meetings.
- Ensure cross-functional program awareness of program and project objective progress.
- Identify drug product issues and constraints, facilitating resolution in order to keep overall program plans on track.
- Ensure management is kept apprised of program progress and achievements against plans.
- Regularly communicate program status including expectations, opportunities and risk.
- Report on program/project progress via written communication, presentations, as well as informal interactions and discussions.
- Identify and lead opportunities for business process design and improvements.
- Work with Business Development in creating foundations for new partnerships including partnership design and kick-off activities.
- Act as a key liaison with development partners.
- Other related duties as assigned.

Qualifications and Requirements

- Bachelor degree in a Life Sciences discipline with a preference for an advanced degree in Life Sciences or Business or an equivalent combination of education and experience.
- 8 years of directly related pharmaceutical industry experience preferably with product operations experience.
- Expert knowledge of the drug development process and the interdependencies of individual development activities and projects.

- Demonstrated leadership in multiple successful early to late stage clinical development and/or launch projects.
- Highly developed diplomatic negotiation skills and the ability to influence teams while not having formal authority.
- Advanced knowledge of Microsoft 365 (Word, Excel, Outlook, PowerPoint), Internet search engines and data sources.
- Excellent attention to detail.
- Strong organizational skills to successfully manage a heavy workload with conflicting timelines and shifting priorities

How to Apply

To apply for this role, please submit your CV and cover letter in PDF format to hr@sierraoncology.com. Please indicate the position title in the subject line of your email.

We thank you in advance for your interest in Sierra. We will contact you directly should we wish to arrange a meeting to discuss this position further.