

Organizational Roles & Responsibilities	
Title: Program Manager	
Reports To: Director, Program Management	
Location: Conshohocken, PA	Travel: 30-40%
<p>Role: Come use your expertise in the role of Program Manager at TransCelerate. You will be accountable for the timely, quality delivery for a group of projects that are linked to one another to attain combined benefits in an exciting and dynamic organization. The successful candidate will work cross functionally to establish project plans and goals, accomplishing objectives quickly. Your strong knowledge will provide oversight and facilitation activities to progress these goals. Your clinical trial and program management experience will drive initiatives and support our teams in identifying critical hurdles faced in the delivery of project plans. Additionally, your effective collaboration will help us devise strategies to best address the challenges we face in the implementation of solutions to deliver new medicines.</p> <p>This position will have contact with TransCelerate leadership team, and with contracted vendors/system integrators in ensuring delivery and communication consistent with TransCelerate values and expectations.</p>	
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Program Delivery and Oversight <ul style="list-style-type: none"> ○ Project Delivery <ul style="list-style-type: none"> ▪ Manage and oversee the integrated delivery of activities across a program of projects ▪ Establish and coordinate milestones across projects, and monitor delivery of projects ▪ Identify potential conflicts and synergies between projects and coordinate discussions to develop solution options and recommendation ▪ Facilitate resource requests from projects to ensure project needs are met ▪ Facilitate collaboration across projects, TransCelerate leadership and Member Companies in the establishment of overall project objectives and deliverables across projects ▪ Ensure adherence to the processes and guidelines that allow TransCelerate projects to achieve their organizational objectives and foster implementation ○ Budget Management <ul style="list-style-type: none"> ▪ Monitor project actual spend versus budget, working closely with project leads, sponsors and TransCelerate leadership ▪ Facilitate project related budget discussions requiring escalation to TransCelerate leadership, as necessary ○ Communication, Stakeholder Management and Issue Management <ul style="list-style-type: none"> ▪ Coordinate the continual communication of project delivery across projects ▪ Oversee the delivery of status updates from projects for evaluation of progress against anticipated delivery timelines ▪ Facilitate and lead discussions with project and TransCelerate leaders on project risks and issues to facilitate solutions and mitigations ▪ Ensure risks and issues have been escalated to the appropriate levels of the organization, and are driven towards mitigation or resolution ▪ Collaborate with project leadership to establish corrective measures for projects which 	

- have fallen out of line with timeline, scope, or capability expectations
- Provide consistent and continuous information on project status to leadership to support the making of sound judgments in regards to strategic direction of projects.
- Maintain a sound information base on projects to increase transparency across the portfolio

- **Strategic Team Leadership and Management**

- Establish and maintain a high performing team in the delivery of projects across TransCelerate Leadership, Member Company Sponsors and Project Leads and Project Support
- Provide coaching, support and mentoring to project managers across the portfolio
- As part of the portfolio leadership team facilitate the establishment and cultivation of project management standards, as appropriate
- Ensure adherence to project portfolio governance model based on the management demands from TransCelerate leadership, Project leadership, and stakeholders
- Support delivery of Executive Leadership meetings (Oversight Committee etc.)

Additional Responsibilities:

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provide guidance and support in the establishment and execution of individual and Member Company roll-on and roll-off activities related to projects.

Required Experience:

- Clinical Trials Execution in a Pharmaceutical R&D environment
- Program Management & Delivery
- Minimum BS Degree with 5-7 years' experience OR MS with 3-5 years Clinical Trial experience

Skills & Qualifications:

- Your education and experience will include a minimum of a Bachelor's Degree in a scientific discipline (e.g., life sciences, biology, chemistry, nursing, pharmacy) and a minimum of 5-7 years related industry experience with a strong emphasis in clinical trials and program management. Alternately, you may have a Master's Degree in a scientific/regulatory program and a minimum of 3-5 years related industry experience with a strong emphasis on clinical trials.
- Requirements include an excellent understanding of the conduct of clinical trials, clinical trial-related systems and procedures, the nature of the drugs being studied, and applicable regulations.
- A basic understanding of pharma R&D technology is expected.
- Looking for an individual who has strong proficiency in program, and project management.
- You will have had direct reports and enjoy developing people.
- A demonstration of the ability to deal with complexity and adapt to changing work priorities will drive success in this role.
- You solve problems and improve processes as necessary.
- Your excellent verbal and written communication skills along with your customer orientation will help you interface with our internal and external clients
- You will have supervised project managers in a matrix organization and hired resources to drive projects.

Who We Are

TransCelerate BioPharma Inc. was launched in 2012 as a non-profit organization to improve the health of people around the world by accelerating and enhancing the research and development of innovative new therapies. Our mission is to collaborate across the global biopharmaceutical research and development community to identify, prioritize, design and facilitate implementation of solutions designed to drive the efficient, effective and high quality delivery of new medicines.

To learn more, about us, please explore our website. <http://www.transceleratebiopharmainc.com/>