

Clinical Director, Business Unit Operations Management

Syneos Health Australia • Home Hill QLD 4806

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Skills

LEADERSHIP

CHANGE MANAGEMENT

MICROSOFT OFFICE

MANAGEMENT

PROJECT MANAGEMENT

FINANCIAL MANAGEMENT

MICROSOFT PROJECT

BEST PRACTICES

CONTINUOUS IMPROVEMENT

MANAGING PROJECTS

MBA

OPERATIONS

OPERATIONS MANAGEMENT

PROCESS IMPROVEMENT

PROCESS MODELING

PROPOSAL DEVELOPMENT

Job details

 Date posted
16 Jun 2021

 Expired On
18 Jun 2021

 Category
Executive Management & Consulting

 Occupation
Management Consultant

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Full job description

JOB SUMMARY

The Director, Business Unit Operations Management, provides senior level direction and management of project management operations within the

assigned TBU. Provides leadership, coordination and management of processes and functions related to the delivery of a program or portfolio of clinical studies. May also lead the operational contribution to proposal development and business development activities at a project level with minimal oversight directly applying their therapeutic expertise. Provides strategic and operational level planning. Drive 'positive change' throughout the company through effective participation in continuous process improvement programs. May include line management responsibilities for project management staff within the BU. The position may also, as needed, provide oversight to Project Managers (PMs) who are managing projects ranging in size and complexity from single service studies to large full scope, multiple protocol projects, global projects and/or portfolio of projects.

JOB RESPONSIBILITIES

- Implements global project management systems and processes to increase efficiency. Plans for the efficient allocation of resources within operations through resource management and review of staff utilization
- Drive performance improvement, operational efficiencies, and operational excellence by identifying best practices and ideas for innovation and continuous improvement within Project Management
- Develop contingency plans and risk mitigation strategies to ensure success of the Project Management Function
- May develop and refine project management processes within the Company, using established process modeling techniques. May review or provide input into the development of SOPs and WIs related to any area concerning project management to support new or existing processes. Implements enterprise wide project management systems and tools.
- May provide project or program oversight, and ensure the project or studies within a program are conducted to reflect the therapeutic or client specific requirements.
- May participate in corporate initiatives and/or represent Project Management in regional or business activities.
- May participate in the Project Review process.
- Within the business unit, may approve courses of action on management / human resources' matters, including salary administration; employment hires, transfers, terminations; performance appraisals and professional development; job description preparation, and employee counseling. Works with and advises staff on administrative policies and procedures, technical problems, priorities and methods
- Assist and advise Project Sponsors, Innovation Managers, and teams to the best use of project management disciplines and approaches within a fast-paced, high tech environment

- Act as a reference point for queries and information and an advocate for best practices in project management
- Share lessons learned and best practices across programs, building relationships with stakeholders and brokering relationships at all levels
- Support Change Management, including adjustments based on emerging business or technical opportunities and challenges

QUALIFICATION REQUIREMENTS

- BA/BS in the life sciences, nursing degree, or equivalent combination of education and experience and extensive progressive management experience preferably in a worldwide clinical research, pharmaceutical, or biotechnology company. MBA or other relevant advanced degree.
- Comprehensive management skills and experience, including but not limited to short and long-term planning, evaluation, directing and motivating staff, marketing and financial management.
- Thorough knowledge of FDA regulations, drug development, and clinical project management procedures is necessary.
- Strong ability to manage time and work independently and collaboratively.
- Excellent communication, presentation, interpersonal skills, both written and spoken, with an ability to inform, influence, convince, and persuade.
- High proficiency with full MS Office Applications, including MS Project.
- Direct therapeutic area expertise is preferred.
- Ability to travel as necessary (approximately 25%).

Disclaimer:

Tasks, duties, and responsibilities as listed in this job description are not exhaustive. The Company, at its sole discretion and with no prior notice, may assign other tasks, duties, and job responsibilities. Equivalent experience, skills, and/or education will also be considered so qualifications of incumbents may differ from those listed in the Job Description. The Company, at its sole discretion, will determine what constitutes as equivalent to the qualifications described above. Further, nothing contained herein should be construed to create an employment contract. Occasionally, required skills/experiences for jobs are expressed in brief terms. Any language contained herein is intended to fully comply with all obligations imposed by the legislation of each country in which it operates, including the implementation of the EU Equality Directive, in relation to the recruitment and employment of its employees.