



Senior Project Manager (SrPM)

Location: Shanghai

Report to: Head of pRED China

Language: English, Chinese

HR Email: shanghai.rdcrcruit@roche.com

Company : Roche R&D Center (China) Co. Ltd.

Primary Responsibilities and Accountabilities:

Project Planning and Management

- Accountable for the development, maintenance, pro-active tracking & management of a high quality, ambitious integrated project plan, to which all sub-teams and functions are aligned.
- Accountable to closely and transparently manage the critical path of the project
- Supports the PL/TL and the team for project scenario planning and options evaluations
- Accountable for the consistency of project planning from exploratory through all development phases, with special focus on the critical path during transition phases, minimizing lag time between exploratory and initiation of confirmatory studies and other activities
- Ensure consistency of projects planning from exploratory through to confirmatory development and health authorities submission
- Enables generation of innovative, exploratory and/or confirmatory development options project management expertise
- Effectively guides a due diligence team through the formation of a comprehensive drug development plan and budget

Budget Management

- Responsible for maintaining, tracking, reporting and understanding variances in the integrated project budget by working in close collaboration with functional contributors and finance.

Team and Process Management

- In partnership with the team leader ensures the team achieves and maintains a sustainable high level of performance
- Can take on leadership of the team as a delegate of the team leader.
- Accountable to guide and manage the team through the value chain processes ensuring effective and efficient team operation
- Applies excellent interpersonal skills, including clear, succinct and timely communication and proven ability to foster important relationships with customers and key stakeholders.
- Applies strong conflict management skills.

Project and Risk Management Information

- Accountable for the integrity and accuracy of project information to meet team, management and portfolio requirements.



- Partners with the team leader in identifying, managing & communicating key project risks and leading risk management strategies.

Line Management

- Typically does not have direct reports, but may be assigned 1-2 direct reports based on business need and/or development goals.

Functional Excellence

- Contributes to the functional excellence development of project management
- Actively contributes to best practices and continuous improvement within the Project Management Community and related functions
- Mentors and coaches other PMs and is committed to own and other professional development

Professional and Technical Requirements

Education/Qualifications:

- A scientific degree or advanced degree or equivalent experience (Science, MBA, PM).
- Project Management certification (i.e.: PMP) or equivalent experience.
- Knowledge of the drug development process relevant to the pharmaceutical/biotech industry and experience supporting cross functional drug development project teams

Experience, Skills, Knowledge:

Essential

- At least 6 year experience working within pharmaceutical/biotech industry within the drug development process.
- Demonstrated success working with biotech or Pharma management and teams in Research, Development and Commercial functions
- Demonstrated ability to translate strategy into action. Strong influence, negotiation, and presentation skills
- Experience in strategic planning & analytics, management consulting
- Ability to build cross-functional partnerships and influence without authority
- Strong analytic skills and complex problem solving ability
- Articulate presenter
- Customer-focused service delivery
- Self-starter capable of tackling new projects and comfortable working outside their comfort zone
- Language: Outstanding Chinese and English proficiency in written and oral communication

Desirable

- Significant experience in early drug development
- Significant experience in Oncology or Virology or CNS or Infective or Metabolic Diseases
- Demonstrated track record of filing IND/NDA and providing clinical leadership to early stage development programs

Level - Essential/Expanded/Executive:



- Highly Weighted Competencies: Maximises Value, Knows the Business, Drives Results, Promotes Effectiveness, Requires Accountability

Other (eg: Travel)

- Availability to travel nationally and internationally