Program Manager

Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 29, 2024
Published : Jul 29, 2024
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Role Summary:

As Program Manager within CCRM's business unit that is focused on technology sourcing, intellectual property management and new company creation, you will play a key role within the unit, supporting the oversight and execution of company creation projects. The Program Manager facilitates the development of project plans and budgets and drives the execution of the incubation team portfolio by managing and overseeing the project teams, including key vendors. The Program Manager supports and coordinates appropriate data packages for each key decision point, and provides regular project status reports and plans to key stakeholders.

You are a person motivated by the opportunity to enable the translation of regenerative medicine technologies and have practical experience driving pre-clinical scientific assets through proof-of-concept studies and early clinical trials. You will work alongside the business unit director and other management in a senior capacity and with line management responsibilities on a variety of activities, including company concept development, incubation team direction and operations, and coordination of internal approval processes for incubation team resource allocation and advancement. You will provide deep technical expertise and will be responsible for project scope, definition, task prioritization and team execution against milestones.

Responsibilities:

• Partners with the project leads to identify scope, work and project strategy, and works with both internal and external partners to define and implement effective project management plans.

• Oversees project teams and drives execution of the project plan to meet timelines and budget. Owns the key program/project management processes, and improves and simplifies these processes continuously.

• Ensures that project management processes and tools are utilized effectively to achieve project goals. Continually updates, manages and presents this information (e.g. monthly dashboards for portfolio review, risk management logs, action item logs, resource planning, timeline and budget actuals vs. plan) to all appropriate stakeholders.

• Acts as point of contact to partners and maintains open, collaborative and solution-focused communications. Uses organizational, collaboration, influencing and leadership skills to plan, initiate and monitor internal and external projects on time and on budget, and to resolve project issues.

• Ensures timely compilation of project data packages and related materials (e.g. study reports, intellectual property assessments, clinical and regulatory strategy reports, and commercial assessments) and builds and maintains data rooms.

• Supports the financial oversight of ongoing programs, including budget creation, reviews and forecasting.

• Leads the coordination of legal review and execution of contracts, including confidential disclosure agreements, material transfer agreements, master service agreements, sponsored research agreements, or collaboration agreements, as required to conduct incubation team activities.

• Continually analyzes, refines and implements improvements to internal governance processes for incubation teams.

• Develops investor pitch materials and presentations, and presents to potential funding sources where appropriate.

• Coordinates business unit input and contributes to the delivery of new company creation opportunities, either from first principles based on identifying unmet needs, or by evaluation of a pipeline of sourced intellectual property.

• Manages diligence reports that outline the strategic alignment and commercial potential of proposed company concepts.

• Helps to engage a network of entrepreneurs to explore interest and fit for potential inclusion in the pipeline of start-up opportunities.

• Helps to engage academic groups and builds a network of external champions that provide access to additional sources of high-quality technologies for CCRM support.

• Orchestrates and, where necessary, performs, cross-functional and/or other duties toward the creation or launch of spin-off companies.

• Orchestrates the delivery of other CCRM departmental requests for analysis of intellectual property, creation of technology assessment and commercialization reports, as well as other related tasks.

• Works with leadership to identify and prioritize future project and investment opportunities.

• Effectively communicates the strategic vision and goals and provides timely performance feedback to team, ensuring continued growth and satisfaction.

• Leads and contributes to a flexible, dynamic and team-oriented environment that fosters collaboration and personal development.

• Develops staff utilization plans to ensure adequate level/mix of human resources to execute plans and achieve required outcomes.

• Monitors progress towards the achievement of goals at regular intervals and takes action, as required.

• Develops the unit's annual operating budget for the utilization of resources.

• Analyzes financial/statistical reports on a regular basis; monitors, analyzes and reconciles variances from approved plan; and takes remedial action to attain budgeted targets.

• Demonstrates CCRM's values: purpose, integrity, excellence, accountability and collaboration, and motivate others to do the same.

• Contributes to corporate efforts and initiatives, as appropriate, to enhance CCRM's mission, values and goals.

• Performs cross-functional and/or other duties consistent with the job classification, as assigned or requested.

Qualifications:

• MSc in science (bioengineering, chemical engineering, bioprocess, biotechnology, cell biology, molecular biology, microbiology, chemistry, etc.).

• Post-doctoral fellowship and/or industry experience is required.

• Master's or bachelor's degree in business administration or a similar program is preferred.

• 2+ years of experience in cell therapy commercialization, business development, technology licensing, technology or company due diligence, venture capital, or similar.

• 2+ years of demonstrated project management experience with a successful track record of on-time and on-budget execution. Formal project management qualification is preferred.

• Strong English written and oral communication skills.

• Must be able to travel domestically and internationally up to 5 per cent of the time.

Desired Characteristics:

• Independent, detail-oriented self-starter with excellent analytical skills and the ability to multitask and succeed in a team environment.

• Connected to a network of key opinion leaders in academia, industry and investment.

• Strong understanding of regenerative medicine processes, technologies and regulatory/quality requirements.

• Demonstrates initiative and is able to deliver high-quality outcomes.

• Experience working with contract research organizations to initiate pre-clinical studies, including pharmacology/toxicology and non-human primate/large animal studies.

Revision Number: CCRMMPM-20240522

CCRM is a developing organization and represents a fluid working environment. Flexibility and adaptability are essential, and duties will be influenced by the needs of the organization.

Applicants must be legally eligible to work in Canada.

An applicant's compensation package is finalized once the interview process is concluded and accounts for the nature of the role as well as the experience, competencies (job knowledge, skills and abilities) of the applicant and internal equity.

CCRM is committed to accessibility, diversity, and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process, providing the applicant has met the bona fide requirements for the open position. Applicants should make their requirements known once contacted to schedule an interview, or when the job offer has been made.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits