

Head of Program Management

White City, London

The Role:

The purpose of the **Head of Program Management** role is to oversee all aspects of R+D program management in the company. The role exists to ensure R+D projects are defined, planned, and executed in alignment with DNAe's quality management system and to industry best practice.

Duties and responsibilities:

Program definition and execution

- Develop robust development project plans to deliver the company R+D goals in conjunction with technical leaders and VP Technology
- Ensure projects are executed to a high standard in alignment with DNAe's quality management system, including program risk management, progress monitoring, change management, budget management and delivery of milestones against goals
- Ensure third-party development partners' plans are fully integrated and oversee their performance against program management deliverables
- Ensure timely reporting of progress against plans to company stakeholders

Process development

- Define and develop DNAe's internal processes for program management and reporting within our ISO13485 compliant quality management system
- Promote best practice in planning and executing product development projects for in-vitro diagnostic devices
- Understand stakeholder processes and frameworks for program reporting and oversight and ensure DNAs remains compliant

Line management

- Direct line management of Project Management team: setting objectives, overseeing work, ensuring consistent high quality of delivery

Other

- Travel and working as required between company sites in US and UK and third parties globally (stakeholders, suppliers, sub-contractors).

Qualifications/Skills Required:

- Skills and experience in defining and managing complex (multidisciplinary) high-value (multi-million dollar) design and development projects for in-vitro diagnostic devices or other medical devices
- Skills and experience in line management and leadership of teams
- Skills and experience in developing / applying robust, lean, program management processes within ISO13485 compliant quality frameworks
- Skills and experience in mentoring and coaching to develop staff capabilities and understanding of program management across the organization
- Skills in oral and written communication at all organizational levels including to stakeholders
- Able to work alongside technical leaders in multiple disciplines to create realistic development plans and ensure their buy-in
- Technical education in relevant engineering or scientific discipline to minimum Masters level

Apply:

Please email your CV to Careers@dnae.com stating the job title in the title of the email. Please include salary expectations in the email.

We are not currently considering visa sponsorship for this role.