

etherna – Project & Portfolio Manager

General job description

The 'Project & Portfolio Manager' (PPM) has the overall responsibility for all portfolio management aspects across the business including budgets, timelines, risk registers, mitigation strategies and compliance with company processes except for projects where this is explicitly carried out by another person or function.

The PPM reports to the VP HR & Operations and works closely with the (R&D) project leaders, heads of department, the finance team and the alliance partner. The PM ensures adequate interactions of the (joint) project team with the relevant project governance bodies (R&D Leadership Team, Management Team, Joint Project Team, Joint Steering Committee).

This position will be based in Zwijnaarde, Ghent (Belgium) or Niel, Antwerp (Belgium).

Responsibilities and Duties

Portfolio Management

- Keep oversight over all project management aspects across the project portfolio (projects and external collaborations, partners) including project codes, project teams, project status, project priorities, project scope, budgets, planning, timelines, risk identification, risk registers, mitigation strategies and compliance with company processes.
- Provide guidance to the scientific Project Leaders, project teams and senior management to ensure the project plans and data packages are up-to-date and aligned with the intended timelines and overall R&D strategy.
- Organize stage-gate (incl. Gate 0; key results) meetings at the appropriate governance committee (R&D Leadership Team and/or Management Team).
- Ensure appropriate software tools are available in support of Project and Portfolio management, incl. time registration, project planning, data analysis, portfolio analysis, resource planning, capacity planning, etc.
- Keep oversight of the projects/portfolio budgets and the financial reports as required working closely with Finance and the Project Leaders to achieve clear reporting in a realistic and timely way.
- Lead resource planning (load vs demand analysis) and assist with capacity planning and implementation of recruitment strategies.
- Organize and provide periodic R&D / manufacturing project progress reports to Management Team.
- Identify the reporting needs within the portfolio and provide report guidance.
- Lead quarterly Project review meetings.
- Represent the portfolio at project governance meetings (stage-gates, project initiation).
- Organize project management training as required.

- Lead annual R&D/manufacturing project objectives setting, in support of Corporate and individual annual objectives.
- Keep oversight of grants (reporting) with the support of an external consultant.
- Assist with the coordination of Research Committee meetings.
- Keep oversight of the project and corporate strategy and coordinate strategic discussions between different teams or management team.

Project Management

- Manage a selection of (high priority) R&D projects and their teams to ensure that their scope is delivered within agreed timelines and budget.
- Organize project team meetings, coordination of budget/forecast file updates and monthly progress reporting.
- Proactively manage and maintain interfaces and activities with external partners ensuring deadlines and reporting requirements are adhered to and the mutual gain from exchange of information is maximized and running smoothly.
- Ensure timely, open and effective communication to relevant stakeholders, incl. teams, collaborators, management, contractual partners.
- Work closely with other functional areas and colleagues to ensure that the overall work packages, deliverables and timelines are integrated in order to achieve successful project milestones in a timely and scientific high-quality manner.

Job requirements

Education

A Bachelor or Master in a biological science or equivalent and relevant project management background. Direct experience in a biopharmaceutical/biotech setting is preferred.

Experience

- A minimum of 5 years of industry experience in pharma, biotech, CRO or larger research organizations or institutes.
- Experience in handling financial planning and project and/or departmental budgets and timelines and relevant software tools to support this.
- Substantial and demonstrable expertise in project management, project governance and portfolio management.
- Qualification or accreditation from professional organizations relevant to project management would be desirable.
- Experience in dealing with third party research organization and sponsors such as academic institutes, government institutions, charities, patient organizations or grant bodies would also be highly desirable.

Other Qualifications, Skills and Abilities

- Eager to work in a dynamic small biotech environment with a passion for keeping things on track, delivering and negotiating and managing challenges as they emerge
- Excellent communication and organizational skills
- Focused, interactive, task-orientated with understanding how to approach people in a matrix environment to

“get stuff done” and display a positive “can do” attitude

- Fluency in spoken and written English and recording and documentation skills

Our offer

- An exciting job in a dynamic and entrepreneurial environment with room for personal development.
- Work within an innovative environment where you can learn a lot.
- Employment contract of unlimited duration with a competitive salary package. (insurance package, meal vouchers, eco vouchers, possibility to lease a bike, ...)
- Working in a fun team where collaboration, growth but above all fun are central.

<https://www.etherna.be/>