

Programming Manager



Overview:

Veramed is a specialist contract research organisation (CRO) to the pharmaceutical industry, focused on delivering high quality statistics and programming for the reporting of Phase I-IV clinical trials across a variety of therapeutic areas. The projects and clients we work with provide a varied and exciting challenge; this in turn enables us to help develop and enhance our employees' capabilities and gives opportunities for growth.

Location: Twickenham, London OR Alderley Edge, Manchester

Purpose:

The Programming Manager serves three key roles within the business: a technical role (e.g. Principal Statistical Programmer), a supervisory role (e.g. line management and/or project management), and a business role (i.e. providing input into budgets and proposals, helping grow and develop operational capabilities).

Key Responsibilities:

The tasks listed below outline the scope of this position. The application of these tasks may vary, based on current business needs.

Technical

- Lead internal and client study and project team meetings. Identify key areas for discussions, and act as point of contact to manage new requests or resolve issues
- Identify potential challenges or issues and pro-actively find innovative solutions
- Planning, development and validation of SAS programs
- Statistical programming and analysis of clinical trial data
- Review and/or create specifications (for datasets and/or tables, figures and listings), provide feedback and request clarity if needed
- Create specifications for adhoc programming requests
- Conduct peer-review of work products from statistical colleagues and junior members of staff
- Review statistical analysis plans and other study related documents
- Lead exploratory data analysis
- Maintain proficiency with respect to SAS programming and in applying new and varied methods by attending trainings, seminars, conferences or additional reading
- Ensure learnings are shared across projects or studies
- Understand relevant disease states in order to enhance the level of customer focus and collaboration
- Perform work in full compliance with applicable internal and client policies, procedures, processes and training

People Management

- Line management and/or project management of statisticians, programmers and other technical staff. Accountable for overall performance of direct reports
- Responsible for coaching and mentoring staff to achieve "excellence". Directing employee career development and ensuring staff members receive appropriate training to perform their day-to-day jobs
- Provide leadership and direction to staff regarding departmental policies, organizational goals, objectives, performance management and company policies
- Responsible for recruiting, hiring, and effectively on-boarding and integrating new staff to the team
- Provide programming technical leadership and coaching

Project Management

- Oversight of key client projects/portfolios. To include:
 - Being primary client interface on client accounts and projects (where necessary).
 - Managing client expectations and issue resolution
 - Assignment and allocation of appropriate resources to ensure projects are delivered on time and to the highest standard
 - Managing the delivery of projects to budget
 - Ensuring compliance to internal and external standards and SOP's

Business responsibilities

- Key account management / business development responsibilities including:
 - Input into proposals, where necessary bid defence
 - Conference attendance
- Input into management meetings for the purposes of business forecasting (resource, sales, recruitment etc.)

Minimum Qualification Requirements:

- BSc, MSc or PhD in numerical discipline (or relevant equivalent industry experience)
- At least 8 years of relevant industry experience

Additional Requirements:

- Drug development expertise
- Able to manage a portfolio of projects and people
- Able to communicate effectively and influence across and within the organization
- Management and leadership experience
- Excellent written and verbal communication skills
- Excellent interpersonal and negotiation skills
- Established record of employee development

TO APPLY:

If you are interested in being part of this exciting phase in the company's growth and wish to apply, or would like further information, please email your CV to hr@veramed.co.uk

Candidates must have the legal authorisation to work in the UK.