



Job Title:	Program Manager (Maternity Leave)
Reports To:	President & CEO
Location:	New Brighton, MN or Richmond, BC
Date:	2019 March 19

Purpose/Role
Accountable to the President & CEO to execute a specific program management plan to achieve strategic business goals for both Tiara and Reducer programs.

Position Description
<ul style="list-style-type: none">• Responsible for overall project leadership with includes management, coordination, and development of the product development plan.• Responsible for the execution of the project development process and completion of all project plans and milestones; assessing risk, and implementing strategies to ensure successful delivery of the program.• Prepare overall project budget with Core Team inputs, manage and ensure performance to budget.• Make recommendations to the President & CEO and Functional Managers on Core Team Members (CTM).• Provide leadership to the Core Team which consists of cross-functional members that may be included with expertise from the following functions: Engineering, Production Planning, Operations/Materials, Quality Assurance, Regulatory Affairs, Clinical Affairs and Marketing.• Utilize leadership skills to ensure that cross-functional resources are assigned and held accountable for task work product completion.• Facilitate and lead cross-functional decisions and review with team members and functional experts as required.• Manage ongoing communications between Neovasc leadership and Core Team; provide ongoing communications to the Senior Management, CTM's, and functional leadership as required to facilitate project objectives.• Directly manage CTMs in their Program activities, although members will formally report to functional leaders.• Provide feedback and coach team members to ensure that effective team dynamics and mutual accountability are paramount; build a highly effective core team.• Coach team members to ensure process adherence and effective project management, utilizing best practice project management skills.• Build and maintain the relationship with vendors.• Drive execution of plans with vendors.• Ensure required legal/contractual agreements are in place.

Qualifications

Education:

Minimum Bachelor's Degree in Biomedical Engineering

Experience:

Minimum 5 years of proven experience leading and enabling multidisciplinary teams

Experience in Product Design & Development

Lean, Six Sigma background and experience

Skills & Abilities:

Ability to provide lifecycle management of projects

Productive team leader with strong organizational skills

Excellent communications skills, both written & verbal

If situated in MN, must be willing and able to travel to Canada 50% of the time

PLEASE NOTE THAT ONLY CANDIDATES LOCAL TO EITHER THE NEW BRIGHTON, MN AREA OR THE VANCOUVER, BC AREA WILL BE CONSIDERED.