

Job Title:	Program Manager (<i>maternity leave position</i>)
Reports To:	President & Chief Executive Officer
Location:	Richmond, BC
Date:	2021 Feb 23

Purpose/Role

A brief description of the primary responsibilities for which the employee is accountable

Accountable to the President & CEO to execute a specific program management plan to achieve strategic business goals.

Position Description

A listing of the deliverables to be accomplished, including specific duties/activities that make up the job

- Responsible for overall project leadership which 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 & milestones; assessing risk & 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
- 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.
- Build and maintain the relationship with vendors.
- Drive execution of plans with vendors.
- Ensure required legal/contractual agreements are in place.
- **Provide Mentorship:** serve as a coach to coordinate workshop/team trainings and share guidance and technical expertise to ensure continuous improvement is an integral part of the company culture
- **Continuous Improvement Culture:** work with key business stakeholders to build a continuous improvement environment to support an ongoing program of change

Qualifications

Represents the desired qualifications but may not reflect the employee's existing qualifications

Education:

Minimum Bachelor's Degree in 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

Ability to travel as required

Please note that only applicants local to the Vancouver, BC area will be considered for this position.