



Director Project Management Office

Reporting to; Chief Operating Officer

Location; Harefield

Tenure; Permanent

MAIN PURPOSE:

Set-up and build a successful enterprise-wide Project Management Office (PMO) that will enable Norgine to deliver more of its projects on time and within budget and improve the efficiency and effectiveness of the integration of projects from partners and the project handover and termination process.

Establish a fit for purpose enterprise-wide PMO that can develop and improve the project management maturity of all Norgine departments (Corporate and business development, Corporate communications, Legal, Commercial, Development, Finance, HR, IT & M&S). Over time, if successful, this would lead to the growth of and responsibility for other members of the PMO function.

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

- Develop and agree an enterprise-wide fit for purpose PMO framework and implementation plan with Exec Committee, COO and key departmental and functional stakeholders
- Build an enterprise-wide PMO organisation and network, working in conjunction with existing departmental and cross-functional PMO groups and representatives.
- Work with Affiliates to ensure that a consistent global and local message is adopted across the organisation.
- Provide business and technical leadership to the Project Management Office
- Develop and provide state of the art project management training, coaching, guidelines, tools, processes, procedures and reporting assistance to all Programme and Project Managers and Leaders and project team members across all departments and functions within Norgine

KEY COMMITTEE MEMBERSHIPS:

Chair of Enterprise-wide Project Management Office Steering Committee

MAIN TASKS

- Establish enterprise-wide standards for portfolio, programme and project management practice with appropriate methodologies and success measurements

- Develop the project management skills and capabilities of programme and project managers and leaders and project team members in all Norgine departments and functions
- Develop and monitor the level of engagement with a menu of enterprise-wide project management standards, policies, processes, procedures, documents and tools
- Establish the PMO organizational structure and network (both direct reports and matrix), hiring, managing and leading direct PMO staff in line with company needs and objectives
- Provide ongoing motivation, coaching, guidance, feedback and mentoring support to the Programme and Project Managers and Leaders and other project support staff across all Norgine departments and functions
- Interface regularly with senior leaders and key stakeholders to define PMO and project priorities and highlight opportunities and challenges
- Support the delivery of the project pipeline by building project management resource capability, capacity and skill sets
- Conduct PMO related benchmarking and health checks (on at least an annual basis) to monitor PMO performance and impact
- Responsible for ensuring that programme and project management frameworks, templates, processes, tools, documents and procedures remain fit for purpose and in-line with industry best practice
- Assist and guide the creation and maintenance of various core project documents
- Develop and maintain an enterprise-wide monthly project dashboard
- Manage stakeholder relationships across the business ensuring they are well-informed and satisfied with the delivery of the PMO
- Participate in the research, analysis, evaluation, selection, and implementation of new project management frameworks, processes, tools, technologies and other services

RELATIONSHIPS:

Report into the Executive committee
 Departmental and functional management teams
 Functional PMO groups and representatives
 Programme and Project Managers/leaders
 Programme and Project Teams

SKILLS & KNOWLEDGE

- Proven PMO set-up, implementation and development experience in the Pharmaceutical industry, ideally at the enterprise level, is highly desirable. Experience leading a PMO function, desirable but not a requirement
- Strong influencing skills with the ability to elicit collaboration from senior management and other key stakeholders and move toward a common vision or goal
- Fluency in English. Fluency in other European languages desirable
- Strong analytical skills, attention to detail, with excellent planning skills
- Ability to build and maintain relationships across the Norgine European affiliate network, work independently, build trust and to work efficiently and effectively with internal and external stakeholders. Strong team player
- Strong people, leadership, communication and cross cultural skills
- A strong understanding of the Project and Programme Management systems, methodologies, tools and techniques
- Record of successful delivery of projects in a multi-national, multi-lingual organisational environment

- Ability to prioritise competing stakeholder requirements
- Certified Project Management qualification from recognized project management body such as PMI, APM or equivalent desirable
- Excellent written and oral communication skills with demonstrated diplomacy and sensitivity to diverse business cultures
- Ability to utilize relevant software applications (Such as Word, Excel, PowerPoint, MS Project)

Norgine is a leading European specialist pharmaceutical company with a direct commercial presence in all major European markets. In 2016, Norgine's total revenue was EUR 368 million. Norgine employs over 1,000 people across its commercial, development and manufacturing operations and manages all aspects of product development, production, marketing, sale and supply.

Norgine specialises in gastroenterology, hepatology, cancer and supportive care.

Norgine is headquartered in the Netherlands. Norgine owns a R&D site in Hengoed, Wales and two manufacturing sites in Hengoed, Wales and Dreux, France.

For more information, please visit www.norgine.com

In 2012, Norgine established a complementary business Norgine Ventures, supporting innovative healthcare companies through the provision of debt-like financing in Europe and the US. For more information, please visit www.norgineventures.com.

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Please note that we do try to provide specific feedback to all applications, however sometimes due to the volume of applications received we can respond only to those candidates who best match the position requirements.