Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-director-clinical-operations>

# Example of Associate Director, Clinical Operations Job Description

Our growing company is searching for experienced candidates for the position of associate director, clinical operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate director, clinical operations

* Act as a coach and mentor for staff members as they develop in their roles
* Managing the operations aspects of the OpsI Suspects generation program which involves interacting with development partner and internal clients
* Serving as the POC and decision maker on operational activities
* Provides status updates across and to Sr
* Takes true ownership of the Business Suspects generation process and provides constructive information to minimize problems and increase provider and market satisfaction
* Partners with Care Delivery leadership teams and Optum Insight to coordinate execution and implementation of prioritized work
* Through critical thinking and analysis, works to identify issues within the process and work towards resolving them through root cause analysis
* Work with partners to drive improvement and change for the betterment of the program with focus on providing actionable information to the client and driving satisfaction
* True champion of the program to stakeholders and drive work through strong personality and leadership
* Be comfortable in providing direction and guidance from Business side to ensure proper comprehension of the work and delivery

## Qualifications for associate director, clinical operations

* Experience executing both Phase II & III drug and Class II & III medical device clinical trials is required
* Functions effectively in a dynamic environment while balancing needs of process development and clinical production
* Focused on leadership development of staff
* Candidates must be “current” on emerging technologies used to streamline and run “flawlessly” Global Development Operations processes, especially focused on leveraging technology to Clinical Operations and CRO partnerships
* Keenly developed business partnering & collaboration skills, adept at establishing & sustaining effective working relationships, both within & between departments
* Promote opportunities for applying technology to business problems