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# Example of Director, Quality Management Job Description

Our innovative and growing company is looking for a director, quality management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for director, quality management

* Quality Management subject matter expert who provides real-time, proactive advice and guidance on procedures and issues relating to Quality, Compliance and Global Processes related to clinical development program management, clinical trial activities and vendor oversight
* Attend QP&S Leadership Team meetings as needed to discuss risks and opportunities and plan resources to support process updates, training and development, system changes or upgrades, or other enhancements needed to maintain the framework and IQP template
* Oversees and guides the JSA CAPA Champion Network within JSA business functions, including onboarding to the Trackwise Quality Management system and knowledge transfer of tools to manage nonconformances
* Monitors, supports, and maintains the JSA quality issue management/CAPA program by coordinating and overseeing processing of quality issues and non-conformances
* Ensures appropriate documentation records in the Trackwise system
* Responsible for initial quality approval of records in Trackwise monitoring for completion of root cause investigations, CAPA implementation, closure and effectiveness checks
* Serves as the Chair of the JSA monthly CAPA Review Board, facilitating quality issues and CAPA oversight, timely completion of quality records, proactive escalation of records in jeopardy of missing closure milestones and identification of resource issues
* Develops, monitors, and reports on internal compliance metrics, ensuring appropriate management oversight and escalation of compliance risks per company standards and /or in support of Management Review
* Facilitates an awareness of regulatory and company compliance requirements within JSA
* Facilitates and oversees the JSA state of on-going readiness for internal and/or external audits and Health Authority Inspections

## Qualifications for director, quality management

* Auditing experience in Medicine area (at least 10 years) with in depth international experience across all audit areas from industry, CRO or GCP compliant hospital environment
* In-depth knowledge of regulatory requirements / expectation gained from auditing, inspection activities
* Minimum of 7 years of related pharmaceutical industry or Clinical Research Organization experience including at least 4 years of document and process quality management and/or quality assurance experience
* BA/BS or equivalent degree preferably in life sciences or allied health field
* At least 10 years of global experience working in quality assurance or quality management
* Strong experience authoring policies and procedures in the pharmaceutical/biotech industry