



Example of Program Leader Job Description

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Our company is looking to fill the role of program leader. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for program leader

- Monitor key goals and metrics to determine the extent to which the business is generating the expected value and benefits to the enterprise from productivity investments
- Leading the preparation of all material to ensure compliance with business processes (IPDS, EVMS, PMX) and other specific functional processes
- Identifying and implementing key program metrics and leading the development of situational awareness charts that can be used as management tools by program leadership teams to drive success
- Support customer reviews
- Support Program status meetings, program reviews, financial tracking and communicating program metrics where appropriate
- Ensure timely and effective IPDS compliance
- Coordinate with Subject Matter Experts with RMS to maximize use of best principles
- Coordinate internal research team meetings, research meetings with collaborators both across and outside of the university
- Work closely with Director of Pediatric Obesity Center to directions for future research and develop fundraising proposals
- Engage with local organizations and individuals to pursue community partnerships, opportunities for publicity, and fundraising initiatives to aid the center in achieving its research goals

Qualifications for program leader

- Demonstrated, in-depth knowledge of drug development, primarily in late stage research/early stage development
- Demonstrated expertise in managing, leading and developing teams
- A strong record of collaboration and the ability to work in and lead, cross-functional teams
- Outstanding decision making, organizational and analytical skills, and exceptional interpersonal and communication skills
- Bachelor's degree in Engineering (Mechanical, Industrial or Electrical) or related technical degree with five years of manufacturing related experience and a strong technical acumen
- Work with the facilities and maintenance team to implement required changes and ensure the required product capacity is in place before it is required by customer demand