

Job Title: Associate Director, IX-IT Projects and PMO

Job Type: Full-Time

The Opportunity:

X-Chem Pharmaceuticals is seeking a candidate for the position of Associate Director, IX-IT Projects and PMO. X-Chem is a drug discovery company that uses DNA-encoded library (DEL) technology to discover leads for therapeutic targets. As a world leader in DEL technology, X-Chem collaborates with numerous pharmaceutical and biotechnology companies, resulting in over 70 licensed programs to date.

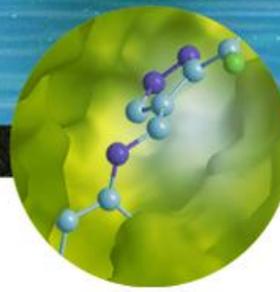
This position is responsible for establishing and leading a new Projects and PMO function to coordinate a growing portfolio of business applications, Scientific Computing (IX) and IT projects within-X-Chem with budgets typically in the range \$10K - \$500K.

The role will report into the interim CIO and focus on the coordination and successful delivery of a portfolio of business change and IT projects, with an initial focus on establishing PMO processes and tools, together with the initiation and delivery of a business applications (CRM-ERP) modernization initiative.

It is expected that the successful candidate will manage larger key projects. Smaller projects in the initial stages are likely to be managed by the IX and IT functional teams but within overall guidelines provided by this team. Over time it is expected that the role will line manage a small team of Project Managers, Business Analysts, and 3rd party resources.

Key Responsibilities:

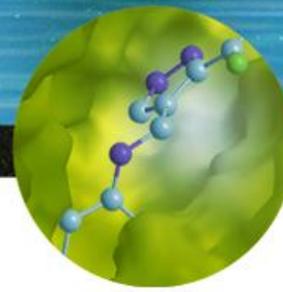
- Work closely with the CIO, business, and wider IX/IT team to define short, medium, and long-term plans for a portfolio of IT change and enhancement activities that underpin business objectives.
- Provide regular reports and metrics on portfolio/programme status and progress to relevant management and Executive groups together with business cases to support prioritization and decision making.
- Run an effective Project Management Office (PMO) to ensure that Scientific Computing and IT effectively plans and budgets, manages, tracks, monitors progress, and reports on all business change and technology projects.
- Implement effective resource planning and management processes to forecast, assign and track the desired involvement of appropriate people and financial resources to projects.
- Directly manage or oversee the management of programs and projects through their full life cycle from initiation and delivery through to closure activities.



- Work in partnership with the IT and IX delivery teams to ensure that business needs and requirements and technical solutions are aligned and moved seamlessly into operation.
- Promote effective business change through proactive engagement with business and scientific stakeholders, recognizing the importance of involvement, open communication, and sentiment. Manage communications with all stakeholders to keep them informed and manage expectations.
- Lead the definition and adoption of appropriate (both traditional and agile) project management and business analysis good practice techniques, standards, and documentation.
- Provide clear leadership, direction, and support for a small but growing team
- Actively promote X-Chem's core values and the cross-team sharing of skills, knowledge, and best practices to improve teamwork, increase awareness and understanding and to support the development of individuals.
- Promote innovation and creativity in the use of services, technology, and solutions to anticipate and support the changing requirements of the company.
- Build and promote a culture of continuous improvement to increase the quality of solutions delivered to our clients and staff.
- Ensure that systems are secured and managed within the company Information Security guidelines.
- Identify and manage risks and health and safety in line with company policies and procedures.
- Undertake any projects assigned to you from time to time by the CIO.

Skills and Qualifications:

- A degree or equivalent qualification or experience and evidence of continual professional development. Recognized APM, PMP or ScrumMaster accreditation.
- You will need to demonstrate an excellent understanding of portfolio and project management methodologies and their application to businesses to improve accountability, performance, and delivery of objectives.
- You should possess strong commercial acumen and have broad and deep experience of managing \$1m+ business change, software, and infrastructure projects to successful delivery. This will include major business system replacements such as ERP and the management of suppliers and offshore development resources.
- You will need to demonstrate strong relationship management and influencing experience gained whilst managing projects through the full lifecycle, from elaboration of requirements through to



transition to business as usual. Demonstrable experience of both traditional and agile approaches to project delivery.

- Exposure to both large multi-site organizations, dynamic growing SMEs and the biotech and pharmaceutical services sector are desirable.
- Excellent planning and project management skills with formal project management training and qualifications. Good Microsoft Project or equivalent cloud project tracking and collaboration software understanding.
- Good knowledge of CRM-ERP solutions and their implementation.
- Able to write professional, succinct business reports and presentations.
- Awareness of change management concepts and inherent challenges.
- Broad knowledge of business analysis, software development and testing processes.
- Well organized and highly motivated. Adaptable, able to work on own initiative and delivery focused.
- Able to handle a complex range of external stakeholders with a diverse array of competing demands and priorities.
- Ability to lead and to work as part of a small hands-on team.
- A practical and logical approach to trouble shooting and solving business problems.

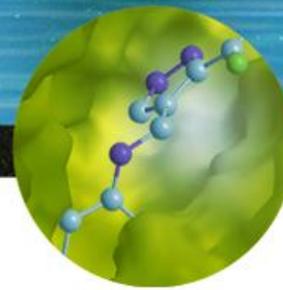
Why you should join us:

X-Chem offers highly competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer includes: 100% Paid Medical, Dental, STD/LTD and Life Insurance; 12 Paid Holidays; 22 days PTO; Tuition Reimbursement; Flexible Spending account for both medical and dependent care; weekly social hour; Summer Hours and company events. Our work environment includes casual dress, bike storage, free parking, and wellness perks.

About us:

X-Chem is a privately held biotechnology company whose mission is to apply its innovative drug discovery capabilities to the discovery of compounds against novel therapeutic targets.

X-Chem offers a stimulating, casual, and fun working environment; plus a competitive salary and benefits package, stock option incentives, and the opportunity for all employees to grow with the Company. X-Chem is an equal opportunity employer that complies with all applicable national, state and local laws governing nondiscrimination in employment as well as employment eligibility verification requirements of the Immigration and Nationality Act. All applicants must have authorization to work in the United States.



EEO Statement:

X-Chem is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Apply Now

Job Code MR01

Contact Name Interim CIO

Email careers@x-chemrx.com

Position Location Waltham, MA