



Position Title: Associate Director/Director, IT Business Partner R&D, Quality and Reg Ops.

Department: Information Technology

Reports to: Vice President, Information Technology

Level: Associate Director/Director

Date:

X **Exempt**

Non-Exempt

Summary of Position:

As Paratek continues to expand and prepare for New Drug Application (NDA), developing and maintaining reliable business technologies supporting R&D functions is very important for the organization. Under direction the Vice President of Information Technology, this position is responsible for driving IT strategy, and delivery of IT services to the R&D functions – Clinical Development, Regulatory Affairs, and Quality function. This role serves as the strategic partner that identifies core process and technology capabilities needs, accountable for solution design and delivery, and timely delivery of day-to-day IT services to the functional lines. In addition, this role is identifying and managing risks associated with IT processes supporting GxP systems.

Position Responsibilities (which include the essential functions):

- Act as the trusted advisor to the functional lines to address all aspects of technology needs - strategic and tactical
- Develop and implement solution roadmaps
- Ensure the technology rollout maximizes value to the functional lines and provide overall positive impact to the organization
- Collaborate with key functional stakeholders and head of IT to prepare IT Annual operating plan and manage the plan
- Develop solution concepts and business cases for new investments
- Lead implementation of pragmatic IT systems and supporting IT processes that complies with GxP requirements and ensure compliance
- Partner with key stakeholders to understand the business need, develop sustainable and scalable processes through consensus and implement technology solutions that balances short-term and long-term business objective
- Manage external IT services providers and be accountable for design, build, implementation of technology solution

- Accountable for day-to-day IT service delivery to the functional lines meet the business need

Candidate Requirements:

- Bachelor's degree in Information Systems or equivalent
- 15+ years of experience in implementing and supporting IT systems
- 10+ years of pharmaceutical/bio-tech industry experience
- 3+ years of experience in managing GxP systems
- Experience in supporting NDA is plus
- Demonstrated broad knowledge of technical systems, business processes, and external service provider
- Demonstrated ability to work in a virtual IT organization that leverage external partnership to deliver IT services to the organization
- Demonstrated strong working knowledge of Clinical and Quality systems. Veeva Vault technologies is a plus
- Demonstrated ability to organize and execute the workload by prioritizing, multi-tasking and delegating
- Demonstrated excellent problem solving skills
- Demonstrated the ability to learn new technology quickly
- Demonstrated ability to work unsupervised
- Demonstrated ability to work support senior executives
- Demonstrated excellent written and oral communication skills

Additional Information:

- None