



Job Description

Job Title: Sr.Program/Program Manager DOE	Department: Program Management
Reports To: Director, Program Management	Revision Date: November 3, 2016
Classification: Exempt, Full-Time	Position Location: San Jose, CA

Company Overview

Outset is a pioneering medical technology company that puts the patient before the machine. Our human-centered model is designed to dramatically improve not only the care experience – for patients, families, providers and physicians alike – but also cost-efficiency of dialysis delivery. We believe in introducing technology innovation in order to drive service model innovation. And in doing so, we intend to profoundly and permanently impact what, where and who can dialyze.

Position Overview

We are seeking a Sr. Program/Program Manager that will utilize a wide variety of technical experience, medical device capital equipment experience, and Program Management expertise to work with cross functional project teams that are focused on the delivery of a next generation dialysis system. The Program Manager develops, defines and executes project plans, schedules, budgets and deliverables and identifies needed resources for projects and programs. He/she monitors the product/program/project from initiation through delivery, interfacing with vendors, contractors, external customers or field-based employees on program and technical matters, as needed and assigns and monitors work of project/program staff, providing technical support and direction.

Essential Job Functions

- Develops, monitors and controls project/program schedules, scope and budget/resources.
- Manages project associated risks including prioritization, escalation and resolution of the identified risks.
- Establishes strong, cross-functional and cross-business relationships that encourage horizontal thinking and collaboration.
- Conduct technical reviews with project teams and functional leadership to ensure program scope is being met.
- Identifies, incorporates and supports project management best practices in company-wide processes.
- Ensures a smooth flow of information as well as rapid responses to project requirements. Develops strategy for identification of project risks and subsequent mitigation plans.
- Collaborate with company functional leadership to define resource requirements to meet project timelines.
- Ensure adherence to Company Quality policy
- Perform other duties as assigned

Requirements/Qualifications

- Bachelors degree required; technical field strongly preferred

- 8+ years of increasing level of responsibility within industry-related product line management, project management, program management, and/or engineering roles.
- Experience with medical capital equipment; fluidics design/molded plastics design experience preferred.
- Excellent working knowledge of Medical Device Design Control and Manufacturing regulations
- Proven track record of taking multiple products from concept to market with demonstrated success
- Excellent communication and organization skills required
- Demonstrated ability to communicate effectively at all levels of management and to manage complex technical programs
- Strong leadership skills including the ability to engage and motivate teams representing multiple viewpoints to achieve business objectives.
- Ability to apply breakthrough thinking, creativity and innovation to solve complex problems.
- Strong change management skill; ability to formulate change management strategies and lead others to rapidly adapt to changing conditions or unexpected obstacles.
- Ability to respectfully represent a strong position without damaging long-term relationships.
- Outstanding written and interpersonal communication including the presentation of complex programs to various customer and stakeholder groups at all levels.
- Ability to make timely decisions in the absence of complete information and under tight deadlines and pressure.
- Ability to look ahead and anticipate future opportunities and challenges.
- Proven ability to influence across multiple business functions and organization levels.
- Ability to balance complex priorities and competing stakeholder needs with composure.
- Strong customer focus and commercial intuition.
- MS Project, Excel, PowerPoint, and Word required.
- Ability to quickly understand and navigate the organizational structure.

Preferred:

- PMP (Project Management Professional) certification required or agreed plan to achieve PMP certification.
- Basic understanding of statistical methods.
- Experience with Agile or similar document control system.