



Job Outline

Position Title:	Senior Project Manager	Department & Cost Center:	6000
Reports to:	Director of Program and Field Services	Location:	Wappinger Falls, US

Position Overview

Define position overview. What would you tell someone if asked “What do you do”? – write one or two sentence description or bullet points to describe what the role encompasses. Use easy to understand language and terminology and be as specific as possible.

- Manage large cross functional/higher risk projects approved by senior management in Sales Marketing & Services
- Develop project management competence the Sales, Marketing and Service organization

Position Holder is Accountable For:

Define accountabilities. Accountability is being answerable for the result. List the key areas, projects, implementations or applications that the individual is solely accountable for or has the primary decision-making authority. The purpose for defining these accountabilities is to clarify what the employee is accountable for and to agree exactly on the scope of authority. Accountabilities may not be applicable for all roles.

As a Project Manager you are accountable for:

- Execution of the project management process according to the Laerdal Project Management framework, best practices, professional standards & Laerdal standard
- Ensuring control, predictability and quality in the projects
 - Define - Clearly define the project’s goal, deliverables, organization & roles for the complete scope
 - Plan – Drive the right level of planning for all parts of the project
 - Execute - Deliver the objectives within the agreed constraints on cost, quality & schedule
 - Report – The true status of the project in a clear manner to the stakeholders.
- Support building Project management competency in the SMS organization by coaching and advising project team members

Responsibilities:

Describe primary responsibilities. The Responsibilities describe the most important and frequent actions that are taken by the employee in support of their role. These activities should represent approximately 80% of the time spent on the job. The intention is to provide a concise overview of the job, not to provide “how to” or “step-by-step” details.

- Manage selected projects
 - Maximize business case potential through user need focused project concept development.
 - Ensure predictability in implementation with respect to cost, schedule and quality
 - Ensure quality is delivered in projects by:
 - Engaging line management

- Implementing robust review processes
- Executing proper verification processes
- Executing proper validation process
- Build project management competency in the organization
 - Contribute to the development of the project management framework
 - Build competency on industry best practice.
 - Develop and implement Laerdal tools and processes on best practice
- Actively participate in the Project Management network

EXPERIENCE

- 7-10 years experience in Healthcare, Medical Device or Pharma
- Bachelors degree
- PMP certificate
- Lean Six sigma certificate a plus