



## **Job Description – Project Manager**

### **Reports To – Director, Project Management**

#### **Job Responsibilities**

This Manager will join the Project Management group. The successful candidate should be detailed-oriented, data-literate, and will manage multiple operational projects while promoting an environment that motivates, inspires, and respects others.

#### **General Description and Duties:**

*To perform this job successfully, an individual must be able to perform each essential job task satisfactorily. The tasks listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Lead cross-functional project teams comprising of Engineering, Operations, Quality, Regulatory and other Axonics business functions to develop, communicate, and measure progress against goals and metrics for success.
- Oversees all aspects of the project management life cycle from initiation to closure.
- Manages project schedules and scope and resolves conflicts to maintain project schedule.
- Schedules and conducts program reviews throughout the project life cycle.
- Determines and discerns detailed requirements on enterprise-scale projects to establish project deliverables.
- Develops technical know how on products and processes
- Familiarizes with applicable regulatory standards
- Ensures compliance with Quality System Regulations
- Establishes and maintains team member and project stakeholder relationships, expectations, and communications.
- Manages external vendors and services, as needed for the project.
- Executes and leads the execution of tasks as defined in the project management plan in order to achieve the project goals, and actively manages project risk.
- Manages project closure activities, including gathering lessons learned.

#### **Projects and Other Duties:**

- Perform other duties as assigned.

#### **Position Qualifications**

- Prior experience and proven track record as a Project Manager
- Project Management Professional Certification preferred
- Experience gathering and tracking metrics
- Ability to provide consistent measuring, monitoring and improvement of quality/performance

#### **Minimum Education:**

- Bachelor's degree in technical field

### Minimum Experience:

- 3 Years of Project Management Experience
- Prior Medical Device experience
- Experience with project management tools such as MS Project or other
- Understanding of ISO and FDA guidelines for Product Development
- Excellent communication, both written and verbal, skills
- Prioritizing, time management and organizational skills
- Ability to create and deliver presentations tailored to the audience needs
- Relationship management skills and openness to feedback

### Work Environment & Physical Demands of the Job:

- The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to move about inside the office to access file cabinets, office machinery, etc. The employee will also constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. The employee must also be able to remain in a stationary position 50% of the time.
- This job may require travel by air, train, and car travel, sometimes for long distances and extended periods of time.

### Core Competencies:

- **Clarity of Purpose:** Actively seeks to understand perspectives and interpersonal needs and expectations of others at all levels, builds self-awareness, flexes personal style appropriately, and works through conflicts constructively and appropriately
- **Communication:** Effectively uses all mediums of communication as appropriate, presents well to groups, actively listens, and continuously identifies opportunities to build communication skills
- **Teamwork:** Actively works together with formal and informal team members to build relationships and achieve team goals
- **Prioritization:** Effectively prioritizes work to ensure timely completion of work within scope
- **Technical Expertise:** Continuously builds functional and technical expertise, and pro-actively applies that technical expertise in progressively broader scope
- **Thoughtful Innovation:** Learns and uses best practices tools and methodologies to assess, identify, and executes on opportunities to improve; Focus on learning and building new capabilities into self
- **Problem Solving & Problem Prevention:** Learns and uses strong problem solving methodologies and tools, focuses on root cause analysis, and shows orientation towards problem prevention
- **Accountability:** Focuses on results, takes initiative without direction, takes ownership for all work within scope, builds relationships and works across departments, functions, or areas of responsibility

### Equipment Use & Abilities Required:

- **Language Skills:** Ability to read, analyze, and interpret technical procedures, regulatory standards, legal documents or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills:** Ability to work with mathematical concepts and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form