**Job Description**

Taproot Health Inc. is expanding its team of passionate innovators whose main objective is to accelerate the availability of novel cancer testing and treatments. We are focused on creating clinical partnerships that share the same commitment to generating regulatory-grade data for research. We work collaboratively from the inside to outside of our organization; creating an environment of shared thinking and a team approach to delivering all projects. We are seeking a Director of Clinical Operations who is laser focused on accelerating cancer research.

The Director of Clinical Operations will work to ensure that Good Clinical Practices (GCP) and regulatory guidelines are followed throughout the organization. The Director will work cross-functionally with internal stakeholders, as well as manage external study site collaborations.

The Director of Clinical Operation oversees the research team and is responsible for all clinical and operational aspects of the ROOT study and allocation of resources to meet study objectives.

**Duties & Responsibilities**
Duties include but are not limited to:

**Project Guidelines and Communication**

- Provides operational support for Clinical Operations
- Serves as Program or Project Director for large or complex projects
- Oversees clinical studies including assessing quality, financial health and customer relations
- Assists with the development of systems and procedures for effective project management and clinical operations
- Participates in business development activities as required
- Oversees the proper conduct of all clinical studies at Taproot Health in accordance with SOPs and GCPs.
- Establishes and maintains contacts at various management levels regarding clinical operations department or specific projects.
- Oversees clinical projects including deliverables from all functional areas and vendors in accordance with contractual timelines, sponsor specifications, quality and GCP
- Defines and oversees timelines, milestones and scope of work limitations
- Contributes to continuous process improvement across the departments
- Serves as supervisor, resource, mentor, trainer and motivator to team members

**Project Analysis and Management**

- Identifies critical project success factors for tracking, analysis and reporting including probability and impact of potential project risks
- Helps to develop, manage, and oversee adherence to project budget and contracts and assists in the identification and development of scope change documents
- Oversees and responsible for project status, timelines, and budget expenditures; identifies potential problems and initiates solutions.
- Approves project grants, expense reports and financial records (invoicing/units/expenses)
- Ensures appropriate staffing to accomplish project goals within budget

- Ensures contracting processes are completed in accordance with project timelines and cost parameters
- Ensures compliance of vendors with study protocols, Good Clinical Practices, worldwide regulatory requirements, SOPs and company policies, quality standards and guidelines
- Serves as subject matter expert in quality audits (from internal functions and external regulatory bodies), as well as in regulatory inspections
- Ensure that study activities are properly tracked and entered into the company's time tracking/project management/resource planning software tool in a timely manner

**Leadership**

- Active member of Clinical Operations Leadership Team
- Accountable for development, oversight and delivery of Clinical Operations personnel training in key areas
- Mentors and/or assists in coaching/training clinical operations personnel at all levels, including Clinical Study Leaders, Clinical Research Coordinators and/or other study-associated personnel
- Conducts performance reviews, calibration sessions and feedback discussions. Performs competency assessments across his/her team and implements and monitors development plans with direct reports
- Determines needed program processes and assists in development of training programs for Clinical Operations personnel
- Establishes and communicates team performance expectations and guidelines
- Manages performance of all service providers, delegating appropriate and challenging assignments to encourage growth, development and responsibility
- Participates in development and review of departmental Standard Operating Procedures (SOPs), guidelines, and intradepartmental procedures and other continuous process improvements programs, as assigned

**Qualifications**

- Bachelor's degree required. Advanced degree or equivalent clinical operations experience preferred
- 10+ years of pharmaceutical-sponsored clinical operations experience (or equivalent) and/or clinical research background in a supervisory role
- Medical and scientific knowledge required

**Skills and Competencies**

- **Expertise in clinical operations** - Demonstrated ability to successfully manage people/projects, think critically, problem solve proactively, and be able to follow-through until delivery.
- **Knowledge of field organizational strategies** - Proven ability to adapt to a rapidly changing work environment. Successful decentralized team management and situational responsive decision-making.
- **Expert knowledge of clinical research** – Expertise in the drug development process and the critical elements for success in clinical trials, with previous participation in and contribution to these activities. Ability to review and assist in the development of protocols, programs, and assess the risks and requirements of a project.

- **Team management and collaborative capabilities -** Demonstrated experience in building and guiding organizational teams. Commitment to collaboration, within and across departments. Leverages each team member's unique background and perspective to achieve team goals while providing clear direction and accountabilities.
- **Strong motivational and influence skills** – Ability to motivate, influence and guide team members and direct reports; gains commitments from others.
- **Strong communication and presentation skills** - Demonstrates strong written and verbal communication skills. Ability to establish and maintain positive relationships with sponsor, project team member and internal Taproot Health study staff and management. Ability to conduct effective presentations.
- **Computer skills** - Working knowledge of MS Office suite and Google applications. Able to generate business correspondence, create forms and generate reports as required. Willingness to gain expertise in the use of propriety software.
- **Practices professionalism and integrity in all actions** – Demonstrated ability to foster concepts of teamwork, cooperation, self- control, and flexibility to get the work done.
- **Leadership** – Communicates and exhibits leadership behavior consistent with the company-wide keystone focus. Ability to have difficult/crucial conversations. Understands interpersonal and group dynamics and has a range of interpersonal skills and approached with ability to select a best fit approach.

**Capabilities**

- Up to 50% travel, as needed, for study integration at clinical sites, clinical site training, and other professional meetings/conferences as needed
- Ability to communicate in English (both verbal and written)

**Job Type:** Full-time

**Pay:** Salary, Benefits, Incentives

**Location:** Salt Lake City, UT

**Start Date:** Q4 2020

Applicants must be currently authorized to work in the United States on a full-time basis now and in the future

*This is an equal opportunity position and Taproot Health encourages all qualified applicants of diverse backgrounds to apply. Taproot Health does not discriminate on race, ethnicity, age, religion, sexual orientation, gender identity, socio-economic background, military veterans, people with disabilities, and/or pregnant women, women and/or men with children.*