



Job #: 02-245

Job Title: Senior Operations Specialist, Translational Medicine

Location: Waltham, Massachusetts

Role Summary:

Deciphera Pharmaceuticals is a clinical-stage biopharmaceutical company focused on improving the lives of cancer patients. We have used our proprietary drug discovery platform to develop a diverse pipeline of drug candidates designed to improve outcomes for patients with cancer by enhancing the quality, rate and/or durability of their responses to treatment. We currently retain global development and commercialization rights to our drug candidates, including three programs in clinical development. Deciphera (NASDAQ: DCPH) is a publicly traded company headquartered just outside Boston in Waltham, Massachusetts. Our state-of-the-art research facility is located near the University of Kansas School of Pharmacy in Lawrence, Kansas.

We offer an outstanding culture and opportunity for personal and professional growth based on these key principles:

- providing a collaborative, energized and fun work environment where people are empowered and supported in the achievement of their career goals
- a diverse and multi-disciplinary workforce
- dedicated and talented people who are passionate about achieving excellence in all they do
- a work environment that allows you to balance your priorities
- above all else, a commitment to the patients we serve

We are seeking a Translational Medicine Operations Specialist to work across all programs, partnering primarily with colleagues in Clinical Development, Clinical Operations and Program Management to ensure robust clinical sample and vendor management is in compliance with protocols, regulatory guidance and project timelines. The TM Operation Specialist will be responsible and accountable for managing/overseeing the entire sample and vendor management process for assigned projects from acquisition through analysis and final disposition.

This position will report to the **Head of Translational Medicine** and be located in the Waltham, MA office.

Key Responsibilities:

- Work closely with Clinical Operations and Translational Medicine to coordinate and manage the sample collection for on-going and planned clinical trials that have translational medicine objectives in their design.
- Manage kit preparation, sample collection procedures, shipping requirements, analytical data collection/reporting.
- Ensure robust chain-of-custody for clinical trial specimens.
- Manage contracts (material transfer agreements) with academic institutions and/or commercial partners that provide bio-specimens as part of collaborative or service provider agreements.
- Ensure/verify that collaborators have appropriate documentation, process and procedures in place to ensure samples are collected according to ethical and legal standards (both prospective or retrospective sampling)
- Manage budget negotiations
- Provide clinical trial budget forecasts that relate to all aspects of sample management (acquisition, transport, storage, analysis)
- Develop knowledge/understanding of regional bio-specimen applicable regulations to help facilitate protocol approvals by global ethics committees.

Required Qualifications:

- BS or MS degree in science with a strong track record in bio-pharma industry working on clinical development projects and in cross-functional team environment
- 3-5+ years of experience in industry
- Must have CRO/Vendor management experience
- Experience with contract and budget development, negotiation, and management; vendor management; and data and sample management
- Knowledge of GCPs for global compliance
- Protocol development experience a plus
- Interpersonal skills required to communicate effectively with collaborators and cross functional teams.
- Highly motivated and enjoys working in a fast-paced, dynamic environment.
- Excellent writing skills.
- Strong project management skills.
- Strong organizational skills, ability to prioritize and handle competing priorities.
- Positive, flexible self-starter who thrives under pressure.
- Excellent judgement and problem-solving skills.

Deciphera offers competitive compensation, including equity-based compensation, and a comprehensive benefits package that includes medical, dental, vision, 401(k) retirement plan, life insurance and a flexible spending account for either health care and/or dependent care.