



**Job #: 03-212**

**Job Title: Manager/Senior Manager, Information Management**

**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

**Position Summary:**

We are seeking an Information Technology Manager/Senior Manager of Information Management to provide technical and hands-on leadership. A successful Manager/Senior Manager would be a fast learner that can understand the company's operations to provide support and expand services. We are looking for a hands-on manager that can assist in various projects as well as providing technical feedback for the team members.

This position will report to the Associate Director of Information Technology in Waltham, MA.

**Key Responsibilities:**

- Primary system administrator in the company for planned application development and system implementation, administration, migration and training of a Veeva Vault Information Management solution for current and new employees and contractors.
- Monitor alerts and troubleshoot critical production issues impacting end-users, including system unavailability and data integrity issues.
- Provide training and mentoring with multiple departments into the use and abilities of Information Management solutions.
- Work with project team members in the selection, development, testing, validation, training, implementation and ongoing support of business systems.
- Participate in User Acceptance Testing, as well as oversee and participate, as needed, in Installation Qualification (IQ), Operational Qualification (OQ) and Performance Qualification (PQ). IQ/OQ/PQ.
- Implements policy directives and instructions to manage information through its life cycle regardless of media.
- Primary contact and administrator for multiple platforms and vendors to ensure quality of deliverables.
- Provide support to developers during regular code releases.
- Assist with the development and implementation of SOPs, training materials, system job aids, work instructions and help guides.

**Required Qualifications:**

- Bachelor's degree in Computer Science or related field.
- 5+ years IT experience in the life sciences industry
- Veeva Vault Certified Administrator with a minimum of 2 years' experience configuring Veeva Vault and an excellent understanding of all available Veeva modules.
- Strong software proficiency with Microsoft Office, Starting Point and other desktop applications on both Mac and PC (Windows 10) operating systems.
- Evaluate new technologies that relate to the IT strategy.
- Experience implementing new Enterprise Systems.

**Preferred Qualifications:**

- Experience with PleaseReview administration.
- Knowledge of database management system (DBMS) solutions to create, retrieve, update and manage data.
- Provide training and educational opportunities for new IT services and trends to employees.

- Pharmaceutical or scientific knowledge to help evaluate and expand clinical services.
- Strong organizational skills to help maintain current IT projects and progress.
- Excellent verbal and written communication skills.
- Strong interpersonal skills to establish a good working relationship with colleagues, while maintaining professional standards.

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.