



POSITION: Senior Director, Information Technology (IT) **DATE:** March 2021
REPORTS TO: Chief Financial Officer (“CFO”) **STATUS:** Exempt
DEPARTMENT: Administration

ACCOUNTABILITY OBJECTIVE:

The Senior Director, Information Technology (IT), serves as a head of the Infrastructure, Security, and Support Services within IT. As a senior leader at Impel, this individual will be responsible for designing, building, and managing the Company’s technology team to support the overall IT vision for the Company.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Set strategy for the design, implementation and growth of the Company’s information architecture and software capabilities
- Work with Impel department heads to identify long-term, scalable, practical solutions for research, development, operations and commercial as the organization grows
- Manage infrastructure and resources to meet organizational needs; identifying and implementing best practices for optimizing IT costs, improving system performance, and ensuring service-level requirements are met
- Oversee the effective delivery of computer operations and production support, system and database administration, network operations, and PC/desktop support
- Measure availability, performance, capacity, and utilization of IT and Informatics services
- Develop and manage strategic vendor and managed services relationships
- Provide business and system analysis support for GxP and non-GxP commercial development systems (i.e. system integration for Manufacturing 3PL efforts with Business Central, system management for eTMF)
- Establish IT policies and procedures for GxP, IPO and SOX readiness, and in compliance with 21 CFR Part 11 regulations
- In partnership with other Company leads, ensure proper IT support, systems and guidance are provided for internal launch readiness
- Perform a Security Assessment to gauge the Company’s security posture as compared to industry standard best practices
- Detect, monitor, report, manage, escalate and ultimately prevent service failures, degradations, data intrusions and other cyber-related hacking of Company systems and data
- Lead IT related compliance for the Company



- Utilize knowledge of industry trends to ensure the most efficient infrastructure, systems, and applications are in place to meet business needs

EDUCATION, EXPERIENCE AND/OR SKILLS REQUIRED

- Bachelor's degree in technology-related area, or the equivalent combination of training and experience
- 10+ years of IT infrastructure, networking, and cybersecurity experience with extensive day-to-day IT operations experience
- Experience working in a pharma/biotech environment on FDA/GMP-validated systems is required
- Knowledge of applicable regulatory requirements, data privacy practices and laws including FDA 21 CFR Part 11, SOX and HIPAA as they relate to the management of IT Infrastructure in GMP environments
- Proven record of strategic planning, productivity and process improvement, change management, and budget and resource management
- Open minded; willing to learn and take on both “important” as well as “small” tasks and duties on different levels

CULTURAL COMPETENCIES

- **Collaborative:** Works together in an intersection of common goals by sharing knowledge, learning and building consensus with others.
- **Flexibility:** Develops new or diverse strategies to achieve organizational goals. Able to lead in a changing and challenging work environment. Manages competing demands and unexpected events.
- **Ownership:** Demonstrates full ownership and takes accountability for the actions and execution of both self and the department.
- **Leadership:** Proven ability to lead diverse project teams without managerial responsibility for them.
- **Initiative:** Measures self against a standard of excellence. Demonstrates persistence and overcomes obstacles, takes calculated risks to accomplish goals. Ability to work a demanding, primarily self-directed work schedule.
- **Professionalism:** Works well in a fast-paced environment; treats others with respect and consideration; accepts responsibility for own actions. Understands business implications of decisions, aligns work with strategic goals. Meets deadlines and commitments.
- **Communication Skills:** Clearly and persuasively communicates verbally and in writing. Listens and seeks clarification; manages difficult situations; maintains confidentiality.
- **Problem Solving:** Conducts appropriate analysis and makes clear, consistent, and timely decisions.
- **Detail minded:** Demonstrates accuracy and thoroughness; monitors own work to



ensures quality and organization. Strong attention to detail while multitasking.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have demonstrated ability to multitask in high pressure, changing conditions. Sitting, standing, stooping, and lifting of packages/laboratory equipment up to 30 pounds may be required.

WORKING CONDITIONS

When based in the office, expect a noise level typically moderate for offices and labs.

JOB LOCATION & ANTICIPATED TRAVEL

This role is based out of Impel's Seattle, Washington office. Travel up to 20% to meet the ongoing needs of the business.