



**Position:** Director, IT Enterprise Applications G&A  
**Reports to:** Senior Director, IT and Corporate Services  
**Location:** Brisbane, CA

### **Summary**

In this key role, reporting to the Senior Director, IT and Corporate Services, the Dir Enterprise Applications G&A will partner with business leaders to align IT efforts with business requirements and develop a technology roadmap to support the strategic business capabilities. Engage client leadership and IT to ensure that technology architecture, and governance are aligned to strategic business initiatives. Capture business requirements and processes and translate them into functional specifications and software requirements for various core systems.

This position will provide leadership to application services and ensure the successful development and completion of the department's objectives, projects and priorities. He or she will provide work direction, development coaching and performance feedback to staff while establishing and maintaining positive relationships with relevant business partners

### **Specific Responsibilities:**

- Provide strong understanding of business core functions needs considering short and long-term strategy
- Provides guidance and counsel on technology available that drives delivery of solutions consistent with business direction
- Manage technology investments to align with IT architecture and roadmap in partnership with the business.
- Collaborate with Legal and Compliance departments in development and implementation of compliance initiatives
- Lead / manage internal and external resources in support of business-related projects and activities.
- Collect and analyze business requirements, design and document work flow of data between systems to enable the application selection/development.
- Develop functional specifications to support systems and business process design that align with the IT Strategic plan
- Collaborate with business functions and technical team through the development and testing of solutions such as screen, interface and GUI designs; ensure all approved requirements are met.
- Facilitate the evaluation and selection of new applications and functions and determine issues in services and software
- Execute agreed upon service levels (i.e. project schedules, system availability, & service quality)
- Direct the analysis, design, development and installation of IT supported applications in accordance with established SOPs and policies
- Perform the functions of hiring, training, and developing application support, configuration and development skills

- Lead individual upgrades and enhancements as assigned using project life cycle methodologies
- Enforce Application Services standards, procedures, documentation requirements and policies
- Other responsibilities are performed as assigned or needed
- Ensure all daily service activities; system enhancement requests, technical support and licensing are managed with timely responses and with-in defined SLA (Service Level Agreements).
- Manage ongoing vendor relationships. Set and manage service level agreements with vendors and internal customers

**Qualifications / Requirements:**

- Bachelor's degree in Business, Computer Science or Information Systems
- Master's in Business is a plus
- 10+ years of experience in IT building and supporting enterprise applications
- Knowledge and experience working within an SDLC framework
- Public company experience including working in a regulated SOX environment
- Prior experience working in the Life Science industry including pharmaceutical, biotechnology or medical device required
- Ability to analyze and define business requirements and translate into technical solutions
- Effective project management skills are essential; change management capability and desire to innovate and help lead change
- Excellent organizational, interpersonal and customer service skills; excellent communicator with active-listening skills
- Proven adaptability to shifting project schedules, priorities and assignments; able to make effective decisions under pressure
- Demonstrated problem-solver in a dynamic, fast-growing team environment
- Experience with the following system types/platforms preferred: ERP, Expense reporting, budgeting & forecasting, ADP or an HRIS, CTMS, Data warehouse, BD tools, EDMS and CLM

**Preferred Experience, Special Skills, Knowledge:**

- Strong written and oral communication skills
- Strong presentation and interpersonal skills
- Exceptional analytical, conceptual and problem-solving abilities
- Able to prioritize and execute tasks in a high-pressure environment
- Exercise judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criteria for obtaining results
- Excellent organizational skills and the ability to balance several on-going projects simultaneously
- Ability to communicate ideas in both technical and user-friendly language
- Experience working in a team-oriented, collaborative environment
- Working knowledge with Sarbanes-Oxley, CFR 21 Part 11 (CSV) and GDPR

**About Aimmune Therapeutics, Inc.**

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's recently announced positive top-line data from its pivotal Phase 3 PALISADE trial for AR101, the company's lead investigational drug for peanut allergy. Headquartered in the heart of San Francisco's biotechnology hub, Brisbane, California, Aimmune has additional offices in the Kings Cross area of London, and in Raleigh, North Carolina.

**Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources ([careers@aimmune.com](mailto:careers@aimmune.com)) with the job title in the subject line.**

Aimmune Therapeutics is an Equal Opportunity Employer.  
Principals only; no recruiters please.