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| *Company:* | Janssen Scientific Affairs, LLC | *Position Title:* | Manager, Search Solutions  |
|  *Division:* | Scientific Exchange Solutions | *Reports to Title:* | Associate Director, Search Solutions |
| *Department:* | Scientific Exchange Solutions |  |  |
| *Date:* | 03/14/2022 |  |  |

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| **POSITION SUMMARY**: Briefly state the objective of this position. Why the job exists (2-3 sentence maximum) |
| The Manager, Search Solutions is responsible for the management of search applications, content integrations, and semantic capabilities to improve the means by which users are able to efficiently discover and access high value scientific content at Janssen. The incumbent will be responsible for the operational activities and execution of search, classification, and AI/NLP projects to ensure continuous innovation and delivery of key functionality. The incumbent will ensure search solutions maintain the highest quality of services, including, but not limited to taxonomies and ontologies, management of medical literature, stakeholder support, and user training. The Manager, Search Solutions serves as a subject matter expert in information science technology trends, including semantic search, classification, artificial intelligence, and natural language processing. Working with the Associate Director, Search Solutions, the incumbent will always be thinking and acting creatively and innovatively to advance the user experience of the iMedical Search platform and search solutions. |
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This is intended to be a general job description and should not be construed as all inclusive.

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| **ESSENTIAL FUNCTIONS:** Define key accountabilities and/or activities. List most complex or difficult parts of job first and indicate percentage of time required to perform each task. |  % OF TIME |
| **Manage the operational success of Search and NLP/AI related technology that supports document discovery*** Responsible for IPEC lifecycle management of key Discovery and AI initiatives
* Ongoing analysis and testing of search engine capabilities to ensure that changes to the semantic search components are enhancing the user’s experience
* Ongoing management of product taxonomies and ontologies
* Identify alternative approaches to classifying content and improving discoverability through innovative technology such as NER and topic modeling
* Manage evaluation, analysis, and implementation of NLP and AI capabilities such as BERT, GPT, ChatGPT, and PaLM

**Content Strategy** * Ongoing monitoring of biomedical and pharmaceutical literature to keep abreast of key topics, competitive intelligence and product trends
* Develop a content curation strategy that includes identifying new key content and improving the existing digital library
* Evaluate user search activity to identify key content, support stakeholder needs, and develop strategies that improve the overall quality and searchability of content
* Ensure the integrity of content source integrations
 | 60% |
| **Serve as the Subject Matter Expert for information science, enterprise search, and content initiatives*** Provide ongoing analysis and key metrics related to user activity and content usage
* Stay abreast of trends related to Discovery, AI and NLP technologies which would improve the overall semantic processing of content and provide opportunities to drive the IMS roadmap
* Execute formal user acceptance testing
 | 30% |
|  **Communications & Outreach*** Collaborate with stakeholders throughout the organization to identify opportunities to support content initiatives
* Initiate VoC activities and actionable responses to stakeholder feedback

Develop training tutorials and help users access digital resources | 10% |

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| **POSITION SCOPE**: Briefly describe what the role is accountable for in terms of size and scope |
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| **Sales:** **Typical Number of Direct and Indirect Reports:** 0 |
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| **Operating Budget:**       |
| **# of Functional Areas:       Please describe:** |  |
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| **Describe the regional or international scope of responsibility if applicable: US** |  |
| **Describe other scope factors that may apply:** |  |

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| **Education: Describe the minimum knowledge or educational requirements for the position. Include any degrees or certifications which are required and/or desirable**. |
|  | Required | Desirable | Subject or Major |
| Associate’s Degree |  [ ]  |  [ ]  |       |
| BA/BS |  [x]  |  [ ]  | Information Systems; Computer Science, Business Administration;  |
| MA/MS/MBA |  [ ]  |  [x]  | Information Systems; Computer Science, Business Administration, Library / Information Science  |
| Doctorate |  [ ]  |  [ ]  |       |
| Other:       |  [ ]  |  [ ]  |       |
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| **RELATED EXPERIENCE:**  | **Enterprise Content Management** |  |  |
| **Describe the types of experience and typical number of years required for this role: 5+ Years**Ability to think strategically about technology and business processes and determine new solutions to improve overall efficiency. Ability to develop project plans and lead a project from inception to implementation. Ability to work with business owners and suggest alternative solutions when necessary and appropriate. Thorough understanding of business processes and management of workflows. Excellent oral, written and presentation skills with ability to write communications for a variety of audiences. Ability to build strong partnerships with all levels across the organization, as well as to interact effectively with senior management. Understanding of regulatory and health care compliance guidelines with regards to digital systems. Must be able to prioritize and manage multiple projects. Excellent working knowledge of Microsoft suite of products including Office, SharePoint, Project, Visio. |

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| **COMPETENCY REQUIREMENTS: Describe the competencies required for this position**. |
| Click on Box and Enable or Disable Check Mark, as Appropriate: |  |  |  |
| Integrity / Credo-based Actions | [x]  | Collaboration and Teaming | [x]  |
| Strategic Thinking | [x]  | Sense of Urgency | [x]  |
| Big Picture Orientation w/Attention to Detail | [x]  | Prudent Risk Taking | [x]  |
| Org & Talent Development | [ ]  | Self-Awareness/Adaptability | [x]  |
| Intellectual Curiosity | [x]  | Results Driven | [x]  |
| LIST JOB SPECIFIC COMPETENCIES/SKILLS REQUIRED: |
| 1. Managing technical projects in the context of information science, life science, or search initiatives
2. Improving content discovery through applying information science concepts such as classification and metadata enrichment
3. Ability to coordinate multiple vendor teams to implement initiatives
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| **Preferred:** Experience with * Information Science
* Search Technology
* Agile methodology
* Artificial intelligence / Machine Learning/ Natural Language Processing
* Translating technical information to non-technical audience is preferred.
* Developing program/project plans and leading programs/projects from initiation to implementation.
* Building strong partnerships with all levels across the organization, as well as to interact effectively with senior management.
* Managing sensitive content in a regulated environment.
* Prioritizing and managing multiple programs/projects.
* Strong interpersonal and communication skills (written and verbal).
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| **EXTERNAL AND INTERNAL INTERACTIONS: Describe the frequency and purpose/nature of external interactions with customers of J&J, other business-related contacts external to J&J, and other business-related contacts with employees of J&J.** |
| Must work with internal and field-based Scientific Affairs and Medical Affairs professionals, and individuals who manage information from other J&J departments. Will often need to present status updates to senior management. In addition, collaboration is necessary between this individual and IT associates to ensure technology utilized is consistent with overall company directives and plans. |
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| **COMPARABLES: Provide a listing of other J&J positions that are comparable in size, scope, or are at a similar level to this position.** |
| Manager, Content Management Solutions |
| Manager, Insights Operations |

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| **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:** **Describe the extent to which the job must be performed under working conditions that are considered undesirable, potentially hazardous, require travel, or require absence from home overnight** |
| Occasional travel required with overnight stays |
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