



Job Description

Vice President, IT & Facilities
Vaxcyte, Inc.

October 2020

Company Profile:

Vaxcyte, Inc. (Nasdaq: PCVX) is a next-generation vaccine company seeking to improve global health by developing superior and novel vaccines designed to prevent some of the most common and deadly infectious diseases worldwide. Our exclusively licensed cell-free protein synthesis platform and our proprietary know how enable us to design and produce optimized protein carriers and antigens, the critical building blocks of vaccines, in ways that we believe conventional vaccine technologies cannot. Our pipeline includes pneumococcal conjugate vaccine, or PCV, candidates that we believe are the most broad-spectrum PCV candidates currently in development, targeting the \$7 billion global pneumococcal vaccine market. Our lead vaccine candidate, VAX-24, is a preclinical, 24-valent broad-spectrum pneumococcal conjugate PCV with preclinical proof-of-concept demonstrating potential to replace the standard of care that we expect to advance into clinical trials in the second half of 2021. Our pipeline also includes VAX-XP, a PCV with an expanded breadth of coverage of at least 30 strains, including newly emerging strains responsible for invasive pneumococcal disease and antibiotic resistance; VAX-A1, a prophylactic vaccine candidate designed to prevent Group A Strep infections; and VAX-PG, a therapeutic vaccine candidate designed to slow or stop the progression of periodontal disease by targeting the keystone pathogen responsible for this chronic, oral inflammatory disease. We completed our initial public offering in June 2020, raising \$287.5 million in gross proceeds.

Summary:

Vaxcyte is seeking a Vice President of IT & Facilities to align, establish and deliver against strategic and cloud-first tactical plans in these mission-critical functions during a period of growth and expansion for the organization. This position is responsible for all aspects of information technology including infrastructure, operations, applications, business systems, analytics, and enabling IT technologies. Additionally, this position will oversee and manage physical facilities, including research laboratories, to ensure that all building-related infrastructure and support services function well, are cost-effective, and scale commensurate with Vaxcyte's growth. Maintaining a high degree of quality, security, and compliance are paramount across both IT and Facilities responsibilities. The Vice President of IT & Facilities is a new position within Vaxcyte and provides an exciting "green-field" opportunity to build best-in-class capabilities and solutions.

In the near-term, this position will plan and lead IT & Facilities activities in support of a Corporate move to a new headquarters facility that will include both office and laboratory space and the buildout of these and other tenant improvements.

The Vice President of IT & Facilities is a key member of the leadership team and a strategic and business partner with Vaxcyte's functional heads. The position reports to the Chief Financial Officer & Chief Business Officer.

Essential Functions:

- Information Technology
 - Establish a multi-year, rolling IT roadmap that aligns with and supports Corporate and functional strategies

- Create and maintain an IT charter that communicates the role of information technology within Vaxcyte and establishes effective, enabling and pragmatic utilization of IT to help optimize business processes
 - Develop IT procedures, standards and design patterns that drive solution quality, security, compliance, availability, consistency, and efficiency
 - Work closely with business partners to establish enterprise-wide standards and procedures for data transfers, data/document storage, and 3rd party collaboration
 - Develop IT KPI dashboard for recurring Executive communications
 - Maintain IT solution compliance against requisite statutory regulations including SOX, GxP, HIPAA, CCPA, GDPR
 - Oversee all IT capabilities and processes that span operations, network, infrastructure, telecommunications, devices, applications, systems, middleware, analytics, and collaboration technologies
 - Implement core IT operational capabilities including asset management help desk, monitoring and cybersecurity
 - Analyze complex business needs presented by the user community and recommend technical IT solutions
 - Lead strategic design and implementation of IT solutions, including best-in-class end user support operations
 - Design, implement and supervise managed-services provider(s) / help desk organization model
 - Maintain, monitor and improve system security (e.g., audits), level of risk exposure, access controls, documentation (e.g., network diagrams) and disaster recovery plans
 - Establish processes and oversight to purchase and manage all corporate owned desktops, laptops, printers, mobile devices, and handsets used by employees or third parties
 - Oversee access controls and security for any third-party devices that connect to company networks
 - Maximize IT solution value through ongoing end-user support and training
 - Design and manage the implementation of all IT requirements (e.g., systems, wireless network, security, etc.) in connection with corporate headquarters move
- Facilities
 - Develop and execute against long-term strategic plan for corporate facilities to ensure smooth operations, including sufficient office and lab space capacity to meet growing business needs
 - Create and manage efficient space planning and allocation process
 - Develop and provide ongoing space utilization reports
 - Act as the liaison and key contact to landlord property manager(s)
 - Supervise all corporate services and facilities related staff
 - Oversee facility-related lab operations, including management of lab equipment and supplies
 - Develop a system for the planning, scheduling and tracking of maintenance activity (Preventative Maintenance)
 - Ensure laboratory equipment is installed, calibrated, and maintained according to internal SOPs
 - Manage EH&S program and compliance including hazardous waste

- Manage day-to-day support functions, including receptionist (if applicable) supply procurement, shipping/receiving, handyman requests
 - Manage janitorial services and breakroom stocking
 - Ensure facility security (e.g., access controls, visual monitoring as needed)
 - Ensure properly functioning facility infrastructure including HVAC, electrical, plumbing and other systems supporting regulated life sciences R&D
 - Lead the corporate headquarters relocation project by partnering with third-party project manager and assembled design and construction team
 - Organize the move-in process to the new headquarters
- General
 - Design appropriate departmental organization structures and hire, manage, coach and mentor team members
 - Establish and monitor progress toward department goals in concert with corporate goals
 - Develop and manage annual budgets
 - Work cross-functionally to ensure IT and Facilities capabilities align with Corporate business continuity plans
 - Establish, communicate, document and train employees to appropriate policies and procedures

Requirements:

- Bachelor's degree in IT or related discipline + work experience
- 15+ years IT experience with a minimum of 5 years in the Life Sciences industry
- Facilities leadership experience, preferably including Life Sciences lab operations
- Demonstrated knowledge of IT and Facilities regulatory requirements in the Life Sciences industry
- Experience applying risk-based software validation methods (i.e. GAMP5)
- Proven history of successful multi-tenant, cloud-based system deployments
- Working knowledge across enterprise business systems including CRM, ERP, HRIS, LMS, EDMS, QMS
- Supervisory experience in IT and Facilities of at least 5 years including both people and project management and departmental budgetary responsibility
- Experience working in a dynamic, high-growth biotech company, pre-clinical through commercial preferred
- Experience overseeing design and documentation of complete network infrastructure, including server, storage, backup and security systems, including system architecture, network and physical security design, backup and monitoring design
- Experience developing IT strategies for stage-appropriate functional investments across clinical, regulatory, and quality in order to support preclinical and clinical development
- Experience with analytics, master data management, and SOA is a plus
- Significant experience evaluating vendors, pricing products and services and negotiating terms and contracts
- Proven experience in building a customer-focused organization and comfortable bridging interfaces to support the company in its growth

- Excellent organizational and time management skills with a focus on delivery, responsiveness, ownership and accountability
- Excellent verbal and written communication skills, and an ability to communicate effectively with individuals of varying technical ability

Reports to: Chief Financial Officer and Chief Business Officer

Location: Foster City, CA

Compensation: The compensation package will be competitive and includes comprehensive benefits and an equity component.

Send resumes to: careers@vaxcyte.com

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