

## JOB DESCRIPTION

# Grade: Associate Director

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Date of publication: 2024

Department: Research Services, Co-Located Research and Drug Discovery

Hierarchy: from grade Director

Prerequisites: Many years of experience in relevant field

## Purpose of the job

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The "Associate Director" (AD) manages and coordinates a group for which is accountable. AD provides technical and scientific analysis and input. AD brings structure and implements processes. He/she is also in charge of client satisfaction. AD plays an active role in the business development of his/her group.



## Missions and tasks

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### Scientific missions:

- High level of scientific knowledge and technical skills.
- Have expertise in the field, understanding of broad scientific background and all technologies.
- Understand recent development in own area of expertise and drive improvements to current work methods.
- Look for continuous improvement in his/her perimeter and make sensible proposals to management.
- Analyze data in an efficient and correct manner, take a critical look at the results, and translate data into presentable format.
- Position generated data in bigger picture of project.
- Able to troubleshoot.
- Perform meta-analysis when appropriate.
- Provide accurate and concise summaries helping decision making.
- Convey ideas/analysis in an appropriate manner to any audiences.

### Client relationship:

- Responsible for all data output of own group with periodic review.
- Monitor competition and identify/create NovAliX possible competitive edge.
- Be the NovAliX scientific reference in meetings with commercial prospects.
- Key stakeholder in drafting commercial and marketing material.

### Managing missions:

- Manage teams with multidisciplinary and/or senior staff.
- Keep management and HR up to date on group performance.
- Develop talent, help people to identify and improve their skills.
- Stimulate interactions between individuals, create a group synergy.

### Steering tasks:

- Coordinate and set priorities within the group together with the direct management.
- Allocate projects and tasks within his/her group according to pre-agreed project needs.

### General tasks:

- Follow and apply IT rules, especially concerning cybersecurity. Signal rapidly to IT department any issues or breaches in our security integrity.
- Know and follow the HSE rules applicable to the activity: chemical labs, L2, ...
- Comply with HR policies and NovAliX rules.
- Ensure that internal rules, procedures, and standards are respected.
- Adhere to NovAliX values and act as a role model.

### General knowledge:

- Fluent in English (spoken and written).
- Good writing skills.
- Proficiency in office software (Word, Excel, Power Point) and communication tools.
- Proficiency in job-specific software.

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## Values / Personal skills

- 1. Collaboration**
- 2. Analysis/Problem solving**
- 3. Being Organized**
- 4. Communication**
- 5. Being Impactful**
- 6. Client Focus**
- Innovation/Creativity
- 8. People Management**
- 9. Growing the Business**
- 10. Leadership**