Grade: Director

Date of publication: 2024

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

Hierarchy: from grade Senior Director

Prerequisites: Many years of experience in relevant field

Purpose of the job

The "Director" manages and coordinates a department for which is accountable. He/she brings direction to the department according to NovAliX multi-year roadmap. He/she should also identify and shape a plan to put NovAliX as a leader in its field. The "Director" builds the department budget and manages it in a cost-efficient manner. A "Director" brings structure and implements processes. He/she ensures the department offer meets client needs. "Director" plays an active role in the business development of his/her department.

Missions and tasks

Scientific missions:
- High level of scientific knowledge and technical skills.
- Have expertise in the field, understanding of broad scientific background and all technologies.
- Design and implement the most appropriate processes within his/her department to achieve "premium" ambition.
- Support the NovAliX multi-year roadmap through design and implementation of new developments in his/her field.
- Monitor, analyze the emerging technologies, the competitive environment.

Client relationship:
- Appoint the appropriate scientific reference in meetings with commercial prospects.
- Responsible for timely issuing relevant quotes within his/her department.
- Key stakeholder in drafting commercial and marketing material.
- Responsible for all data output of own group.
- Expand the commercial offer.
- Convert new capabilities into a commercial offer.

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, creates a group synergy.

Steering tasks:
- Allocate projects within his/her department according to pre-agreed project needs.
- Coordinate and set priorities within the department.
- Ensure his/her department performs projects and delivers results on time.
- Implement and maintain the appropriate staff structure for his/her department.
- Propose a concrete action plan to expand the capabilities in his/her department.
- Build yearly his/her department budget with the appropriate stakeholders.
- Ensure cost-effective management of his/her department budget; identify ways to improve further cost-effectiveness.

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.

Values / Personal skills

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