



NovAliX

## JOB DESCRIPTION

# Grade: Head of

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Date of publication: 2024

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

Hierarchy: from grade Associate Director

Prerequisites: Many years of expertise and experience in high-tech field

## Purpose of the job

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The "Head of" manages and coordinates a technological platform for which he/she is accountable. The "Head of" provides technical and scientific analysis and input. He/she is also responsible for the excellence in the service delivered by high-tech platform. The "Head of" plays an active role in the business development of his/her platform.



## 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 his/her tech platform.
- 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.
- Able to troubleshoot.
- Provide accurate and comprehensive data helping decision making.

### Client relationship:

- Responsible for all data output of own platform.
- Monitor competition and identify/create NovAliX possible competitive edge.
- Be the NovAliX technological reference in meetings with commercial prospects.
- Help drafting commercial and marketing material.

### Managing missions:

- Manage a dedicated team in the relevant technological area.
- Allocate projects and tasks within his/her group.
- Keep management up to date on group performance.
- Develop talent, help people to identify and improve their skills.
- Stimulate interactions between individuals, create a group synergy.

### 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

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