Grade: Project Manager

Date of publication: 2024

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

Hierarchy: From Senior Projects Manager

Prerequisites: PhD in relevant field with 2 years of experience or BSc/MSc with 10 years of experience

Purpose of the job

The Project Manager (PM) manages and coordinates scientific and technical staff. PM provides technical and scientific analysis and input. PM is accountable for project drive: design, organize, manage. He/she is also in charge for meeting client expectations.

Missions and tasks

Scientific missions:
- Design project strategy according to objectives and delivery constraints.
- Translate strategy into realistic experimental plan for the team.
- Design and implement experimental work in the laboratory according to required scientific and HSE standards.
- Participate directly in production of results through experimental lab work.

- Ensure that internal rules, procedures, and standards are respected.
- Adapt strategy quickly on incoming data and ensure implementation.
- 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.

- High level of technical skills demonstrated by high efficacy in performed tasks.
- Have expertise in the field, understanding of scientific background and technologies.
- Answer scientific and/or technical questions autonomously.

- Provide accurate and concise summaries helping decision making.
- Convey ideas/analysis in an appropriate manner to both technical and non-technical audiences.
- Understand recent development in own area of expertise and propose and implement improvements to current work methods.

Client relationships:
- Accountable for service quality and client satisfaction: listen to their needs, establish & maintain good relationships.

Managing missions:
- Manage, organize, coordinate, and prioritize tasks of team members.
- Enable the professional development of his/her team.
- Maintain cohesion and good team spirit.
- Act as a model according to the NovAliX values.
- Inform management on project progression and client feedback.

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.
- Adhere to NovAliX values.

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