



NovAliX

JOB DESCRIPTION

Grade : Research Associate

Date of publication: 2024

Department: BU Research Services, BU Drug Discovery and BU Colocated Research

Hierarchy: From PM

Prerequisites: BSc/MSc +1,5 years of experience

Purpose of the job

A Research Associate (RA) is responsible for experiments entrusted to them by his/her supervisor. He/she must use their scientific knowledge to successfully manage the various scientific tasks he/she is involved in.



Missions and tasks

Scientific missions:

- Perform mainly experimental work and the associated tasks: >90%
- Understand and carry out work according to project objectives, quality requirements and time constraints.
- Can extract relevant understanding/protocols from literature provided by the manager.
- Implement experimental work according to required scientific and HSE standards, and to his/her supervisor's instructions or advice.
- Analyze data and translate data into presentable format.
- Make concise and clear oral presentations to supervisor, project team.
- Write high-quality reports that meet his/her supervisor's expectations.

- Achieve productivity in line with their experience and their place of work.
- Understand the theory behind the techniques used.
- Anticipate the need for reagents and consumables to carry out experiments.

- Show contribution in meetings.
- Regular reporting to his/her supervisor.
- Apply systematically NovAliX standards and an efficient way of working.

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:

- 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