

## Grade: Research Fellow

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Date of publication: 2024

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

Hierarchy: from grade Associate Director

Prerequisites: Strong expertise and experience in driving projects in a relevant field

### Purpose of the job

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The "Research Fellow" (RF) provides technical & intellectual leadership across programs / projects / therapeutic areas. He/she is recognized as an expert in one scientific field through publications, networks, rewards, ... RF leads complex project(s) that produce(s) high quality scientific results. Aligned with NovAliX strategy, he/she identifies, proposes, and sets new opportunities/ideas in their specific scientific areas.



## Missions and tasks

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### Scientific missions:

- Act as a scientific mentor for project teams and individuals.
- Implement the strategy of a research project in conjunction with the sponsor by designing research plans based on the critical interpretation of background knowledge.
- Independently plan and execute the research plan, ensuring that the teams comply with the quality standards recommended by NovAliX.
- Contribute and propose the development of new high added-value research projects (turnkey projects).
- Lead the analysis of highly complex issues in medicinal chemistry or a technical field and propose solutions.
- Translate strategy into realistic plan.
- Analyze data in an efficient and correct manner, take a critical look at the results, and translate data into presentable format.
- Demonstrate strong learning agility and acting decisively.
- Recognized as an expert/referent, able to troubleshoot, deep understanding of scientific background and technologies.
- Regularly consulted by colleagues from different fields for addressing complex questions and issues.
- Represent area of expertise across multiple projects.
- Make proposals to answer scientific questions.
- Have broad insight in equipment and techniques available at NovAliX, and be able to advise other peers on the use of specific equipment.
- Understand recent development in own area of expertise and propose and implement improvements to current work methods.
- Review scientific literature and share scientific insights to peers/ managers.
- Present at conferences, symposiums... manage publications if appropriate.
- Express opinions during different meetings and challenge intelligently and with rationale.
- Excellent presentation skills – able to distil key information to deliver status/message around project/technology/process to different audiences for decision making. Give stimulating presentations around expert topics that trigger scientific discussions.

### Client relationship:

- Contribute to strategic decisions to secure new customer contracts.
- Assist the business development teams as a scientific expert (forums, conferences, discussions with future customers).
- Able to cope with urgent on-demand presentation delivery.
- Responsible for the project progress reports transmitted outside the company.

### Project management missions:

- Lead and coordinate a multidisciplinary core team for a complete research project: e.g. a drug discovery program, a technology implementation or therapeutic area associated capabilities implementation.
- Interact effectively with all NovAliX department representatives to propose and make the best scientific decisions for the project's progress.

- Act as a role model according to the NovAliX values.
- Ensure that NovAliX standards and effective working methods are passed on.

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, PowerPoint) 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**
- 7. Innovation/Creativity**
8. People management
- 9. Growing the Business**
- 10. Leadership**