Grade: Senior Project Manager

Date of publication: 2024

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

Hierarchy: from grade Head of or Team Leader

Prerequisites: PhD in relevant field with 5 years of experience or BSc/MSc with 14 years of experience, respectively.

Purpose of the job

The senior project manager (SPM) manages and coordinates scientific and technical staff. SPM provides technical and scientific analysis and input. SPM is accountable for project drive: design, organize, manage. He/she is also in charge for meeting client expectations and for developing/maintaining good relationships. SPM is a key player in bringing structure. The position requires also to question the status quo.

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 project result delivery through experimental lab work.
- Ensure that lab equipment is maintained up and running.

- Ensure that internal rules, procedures and standards are respected.
- Adapt strategy quickly on incoming data and ensure implementation.
- Demonstrating strong ability to manage complex and large projects.

- 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 relationship:
- Discuss/interact with clients to listen to their needs and establish/maintain good relationships. Accountable for client satisfaction.
- Responsible for all data output of own team with periodic review.
- Accountable for service quality.
- Interact with the BD & alliance managers.

Managing missions:
- Manage teams with multidisciplinary and/or senior staff.
- Organize, coordinate and prioritize tasks of team members.
- Act as a role model according to the NovAliX values.
- Maintain cohesion and good team spirit.
- Develop talent, help people to identify and improve their skills.
- Stimulate interactions between individuals, creates a group synergy.
- Give input on how to improve policies/procedures.
- 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