

Job Description

Team Leader



Title: Team Leader

Department: R&D

Reports to: Chief Scientific Officer

Date Prepared: August 2019

Broad Function

To lead and manage a team with responsibility for the delivery of Arecor R&D projects to achieve company objectives and those of our stakeholders.

Principal Responsibilities: Management

1. Responsibility for the successful delivery of Arecor projects assigned to the team.
2. Project management and reporting to all stakeholders, which may include pharma or biotech partners, external alliances, grant bodies or the Management Team.
3. Line management of direct reports including setting and monitoring: i) priorities, ii) training, iii) personal development plans and iv) objectives.
4. Lead project team meetings and provide expert technical advice to Arecor stakeholders. Represent the company at external seminars, conferences and supplier visits as required.
5. Responsibility for setting budgets and/or forecast costs for projects assigned to the team. Write proposals and develop project work plans including timelines and costs.
6. Monitor external product and patent landscape to determine new product opportunities as well as risks for the projects assigned to the team, including monitoring of patent expiries of key marketed products, identification and interpretation of key formulation patents, identification of new product opportunities for the R&D and preparing concise plans for such opportunities.
7. Proactive management of work programme budgets.

Principal Responsibilities: Technical leadership

1. Proactively identify areas of valuable intellectual property resulting from the R&D activities and support the broader IP team in filing and prosecuting patent applications, including carrying out and interpreting patent searches, establishing freedom-to-operate & patentability and to maximise the licensing potential of Arecor's R&D assets.
2. Proactively identify new opportunities for product development by maintaining good awareness of the relevant marketed products as well as product pipelines of major companies and by assessment of market value of specific differentiated product concepts.
3. Work with peers and scientific leadership to design and develop innovative formulations that deliver the goals of Arecor and its partners and stakeholders as required.
4. Establish improvements in technology and processes to improve efficiency, compliance and product understanding.
5. Foster an environment of continuous improvement and innovation, to challenge established work practices and evaluate and implement efficiency and quality improvements as required and in collaboration with appropriate functional areas.
6. Lead experimental design and interpretation of results. Spend approx. 40-50% of time participating in laboratory activities e.g. trouble shooting, problem solving and assistance at times of peak workload.
7. Proactively identify, lead and resolve problems/barriers through lateral independent thinking and innovative generation of ideas and solutions.

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8. Proactively develop work programmes to meet R&D objectives.

Principal Responsibilities: Quality

1. Lead laboratory operations associated with technology partnering projects
2. Ensure tasks performed in the laboratory by team members are completed according to relevant quality and health & safety practices.
3. Ensure laboratory equipment is fully functional, calibrated and serviced regularly and that laboratories are supplied with necessary consumables and reagents.
4. Ensure that all project data is accurately recorded and appropriately archived, and all data officially reported to stakeholders is QC and QA checked.
5. Maintain and develop state of the art knowledge applicable to existing and future processes and maintain up-to-date knowledge on formulation sciences.
6. Ensuring that all interactions and engagements are carried out with the highest ethical and professional standards and that all work is accomplished with the highest quality.
7. Drive and maintain Quality Control and Quality Assurance to the required standard.

The above duties and responsibilities are not an exhaustive list and you may be required to undertake other reasonable duties compatible with your experience and competencies.

This Job Description may be varied from time to time to reflect changing business requirements.

Education & Experience

- A BSc, MSc or PhD in Life Sciences or equivalent
- Significant experience (5+ years) of working within the pharmaceutical industry or related discipline (preferably with in depth formulation knowledge and expertise)
- Recent knowledge and experience of working in a laboratory setting
- Experience in performing patent searches to ensure freedom to operate and patentability of the R&D assets as well as identifying new areas of research
- Proven experience of proactively setting and successfully managing budgets
- Experience of the development, qualification and validation of a range of analytical methodologies suitable for determining the quality, characteristics and stability of biotherapeutics.
- Line management experience of a small team
- Dynamic, flexible, self-motivated and able to work both individually and within a team
- Communication, planning, team working and organisational skills