

## Job Description

<b>Department</b>	Process Research & Development (PR&D)
<b>Position</b>	Associate Director / Director / Sr. Director (Lab Head)
<b>Reports to</b>	AVP / VP - PR&D / Cluster Head - PR&D
<b>Location</b>	Hyderabad, India

### Summary of Job

- To be responsible for a PR&D Lab, leading a team of 10 - 20 scientists, and timely delivery of projects involving complex chemistry.
- To manage NCE development projects, involving route scouting, feasibility and screening, process development / optimisation and scale up as per the project scope / requirement.

### Key Responsibilities

- Accountable for the safe working and maintenance of the laboratory and ensuring safe working practices of the entire team.
- To comprehensively understand the project scope.
- To regularly review the progress of the projects with the team and ensure that the teams operates within project scope to deliver the scientific and delivery milestones with expected high QUOTIF.
- To review the data presented by team leaders and team and technically guide them further / suggest course correction, wherever required.
- To collaborate and resolve issues with broader cross-functional team.
- Ensure that appropriate and meaningful data is generated during the development phase.
- To be responsible for prescribed data generation, timely completion and review of Process Development Reports, Tech Transfer Documents, weekly updates etc.
- To be responsible for productivity of his/her lab and projects.
- To personally participate in critical Technology Transfer activities.
- To work on the quotes of new inquiries, by thoroughly reviewing, improving and finalizing the RMC (yields), FTE allocation and timelines w.r.t the scope.
- To represent the progress of the team during regular customer interactions.
- To participate and contribute in technical brainstorming, budget (manpower and capex) preparation, training and development.
- To champion the adoption of new technologies and new ways of working to improve project delivery.
- To conduct monthly feedback sessions and annual performance appraisals with subordinates and share recommendations with manager for performance rating, promotion etc.

- To identify key future talent and support their personal development through identification of opportunities to develop new skills.

<b>No. of Reportees</b>	2 to 4 – Direct, Team Size - 10 to 20
<b>Qualification</b>	Ph.D. in synthetic/medicinal organic chemistry, from a reputed university. Post-Doctoral Fellowship (PDF) from reputed international university.
<b>Experience</b>	10 to 15 years of experience in the pharma industry, preferably CDMO, after PDF. Work experience with overseas pharmaceutical companies is desired but not critical. Must have handled the team of at least 6 scientists.

### **Key Competencies (Technical, Functional & Behavioural)**

#### **Technical & Functional:**

- Good process chemistry knowledge, especially in the CRAMS segment, experienced in the design of chemistry routes and processes for the scale-up of novel raw materials, intermediates and APIs.
- A demonstrated ability to handle multiple projects at different stages of development and to lead and drive the scientific output of those projects, which will often involve complex chemistry.

#### **Behavioural:**

- Good inter-personal skills, a team player and proven leader.
- Should be able to lead a team of scientists to achieve team objectives and deliver individual and team goals.
- Demonstrates clear accountability, takes ownership, delivers on commitment.
- Positive attitude with good attention to detail.
- Excellent communication, both verbal and written, with good listening skills.
- Good project management and supervisory skills.
- Ability to coach and mentor individuals and teams to maximise performance.
- Learning mindset - proactively upskills own scientific expertise.