

Job Description

Department	Discovery Biology
Position	Group leader
Reports to	HOD – Discovery Biology
Location	R&D Campus, IKP, Shameerpet, Hyderabad.
<p>Summary of Job: To lead a team of up to 10 biologists and taking care of the project deliverable with minimal or no supervision. Lead biology aspects of integrated drug discovery program and providing strategic inputs into the project for achieving the deliverables. Line leadership of a team of biologists, empowering and supporting team individuals to achieve their full potential.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Project deliverables: <ul style="list-style-type: none"> Involvement in design, establish/validate various biochemical and cell-based assays to enable screening of NCEs. Ensure appropriate use of modern assay/screening technologies (automation, liquid handling, detection methods) and establishment of detailed SOPs to maximize assay robustness and reproducibility for routine screening assay Experience with both biochemical and cell-based assay Plan and organize the projects using available resources to ensure delivery on budget and on time. Delivery of <i>in vitro</i> assays development, regular screening and data QC to enable efficient high quality project progression at pace, ideally encompassing some hands-on practical work, and directing the work of scientists. Meticulously demonstrate consistency of high quality in study plan, reports, and related matter. Always be aware of project and study status and anticipate problems that may affect timing, quality or integrity, and take appropriate action to resolve problems. Critical interpretation and presentation of data to partners, including recommendations of future directions. Implement and re-enforce quality standards through continuous improvement strategies. • Independent handling: To work with minimum or no supervision in handling 5-10 FTEs (single collaboration or multiple collaboration). • Managing client expectations: Coordinate and oversee progress of assigned projects, intervening where necessary to stay on track, and report to management and the relevant customers regarding progress. Accountability for completion of projects on time, literature search etc. Interact and communicate effectively in a collaborative environment involving cross-functional teams of chemists, 	

DMPK, and support teams (SCM, Logistic & IT). Respond to client inquiries and identify new project opportunities. Prepare technical and scientific presentations (Meeting updates, posters). Weekly or Biweekly meetings to update the progress of the project Ad hoc meetings to update any challenges or change in scope of the project

- **Project execution support, as required:** logical and quick solutions as part of troubleshooting and coordination with CFTs like stores, logistics, engineering & SCM etc.
- **Communication:** Weekly updates and TCs, e-mail responses within 24 h, percolation of information to team members, to update HOD any challenges which needs management attention.
- **Laboratory maintenance:** Assigning responsibilities to team for good maintenance of laboratory, ensure safety practices in place, monthly/quarterly review of common reagent inventory.
Work with other stakeholders for the improvement of services and department maintenance.
Ensure safe operations of biology labs by rigorous adherence to all relevant safety policies and protocols regarding lab practices and hygiene
- **Preparation of quotations and integrated drug discovery proposals.** Support the sales and business development team in drafting and reviewing project proposals (FFS, FTE and Integrated drug discovery).
- **Documentation:** Review of technical and scientific reports, experimental, minutes of the meeting, reagent tracker, ELN and other miscellaneous documents. Review of weekly presentation, minutes of the meeting, reagent tracker, LNB and other miscellaneous documents.
Ensure team members record experiments accurately and diligently in lab books and databases to allow efficient query, retrieval and decision making. Adhere to general compliance regulations, policies, and practices (IT/data handling, etc.)
To percolate information from the department to the team and support for thorough implementation. Active participation in all department initiatives, bi-weekly group discussions, monthly seminars and various meetings organized for the improvement of services and department maintenance.
- **Team management and development:** Guide, train, and support team members to ensure quality work is delivered as planned. Ensure team performs assays according to the standard work protocols. Ensuring proper distribution of tasks and resource utilization.
Identify skills and mentor associates; assign responsibilities and follow up; feedback at regular intervals and maintain a record. Provide leadership and direct contribution to functional and/or cross-functional improvements.

No. of Reportees

5-10

Experience	Ph.D. with more than 10 years or MSc with more than 15year’s experience in a pharmaceutical/biotechnology Industry, of which minimum 5 years should be in CRO. Post Doctorate desired, but not must.
<p>Key Competencies (Technical, Functional & Behavioural)</p> <p>Technical</p> <ul style="list-style-type: none"> • In-depth project knowledge & progress monitoring • Drug discovery experience in the hit to candidate phase, including practical experience and excellent theoretical knowledge of a range of assay platforms deployed, such as varied biochemical assays, cell imaging, flow cytometry, soluble protein analyte detection. • Substantial hands-on experience in biochemical and cell-based assays for screening of compounds • Data review • High level communication <p>Functional</p> <ul style="list-style-type: none"> • Innovative Thinking • Critical Information Seeking • Planning & Organizing skills • Execution Excellence <p>Behavioural</p> <ul style="list-style-type: none"> • Strong interpersonal and communication skills • Collaboratiive mind set • Team mentoring & building • Attention to detail • Customer centricity 	