Sai | Schrödinger

Sai Schrödinger Research Laboratories

Job Description

Department	Process Research and Development (PR&D)
Position	Group Leader
Reports to	Cluster Head
Location	R&D Campus, IKP, Shameerpet, Hyderabad.

Summary of Job:
To lead a team of 20-25 scientists (Three Team Leaders, 6-10 scientists for each TL) taking comprehensive responsibility of on time delivery of projects with minimal or no supervision. Role requires complete ownership of the project, client management & cross-functional team coordination.

Key Responsibilities:

- To handle a group of 20 - 25 scientists with 3 team leaders

- Handling multiple programs and providing suggestions to the team leaders on various aspects of the projects.

- **Project execution support, as required**:
    - To involve/guide in NCE development projects to Team Leaders, involving route scouting, Process development of selected route, further optimization, robustness study of process utilizing statistical tools (DoE, QbD) and ensure the developed processes are scalable and robust
    - To review the data presented by Team Leaders (Three TLs, associated each by 6-10 scientists) and team and technically guides them further/suggest course correction, wherever required.
    - Review/prepare technical proposal for new enquiries, raw material estimation, resource estimation and time for completion of project for request for proposal (RFQ). Supporting pre-sales, business development teams and providing technical information
    - Reviewing and approving process development approaches and on need basis review the reports and e-mails shared to the customer.
    - To Collaborate and resolve issues with larger and broader CFTs. Supporting program management and manufacturing teams
    - To be responsible for prescribed data generation, timely completion and review of Process Development Reports, TTD, weekly updates, walk-throughs.
    - To be responsible for productivity, timely closure of investigation reports and coordination with all CFT departments and provide technical support to meet overall deliverables
    - Complete ownership of the assigned project

- **Communication**: Ensure on time **responses to client within** stipulated time directly or via through program managers (PM)/Business Development (BD)/Pre-sales

- **Cross-functional coordination:** Guide to Team Leaders for the Co ordinatation of Cross Functional Teams from Proposal stage (RFQ) to until delivery of the products with several deparatments, like Analytical research and development (ARD). Equipment mapping team, sourcing team (SCM), quality team, (QA), process engineering team (PE), Technology absorption team (TAT), quality control (QC), quality assuranace (QA), manufacturing team (Mfg), Process development (PD) etc., for smooth execution of project and delivery of product.

- **Quotes**: Assigning requests to team leaders, follow up and review.

- **Laboratory maintenance**: Ensure safety practices are in place, constant review of the lab requirements and upgrading.

- **Documentation**: Review of weekly reports, Process description docuemnet (PDD), Technical package for each stage (TP), Process development reports (PDR) and other miscellaneous documents.

- **Department initiatives** – Active participation in all management initiatives, group discussions, monthly seminars and various meetings organized for the improvement of services and functioning of the department.

- **Multitasking & leading multiple groups:** To manage multiple projects (FFS) as well as FTE collaborations with different team size & to lead all the teams for different projects / collaborations in the most efficient way.

- **Compliance:** Comply with rules, guidelines, and trainings. Participate in general lab maintenance efforts and comply with regulated environment

- **Safety:** To ensure that appropriate personal protective equipment's (PPEs), responsible for the safe working of the team in the laboratory and follows the safety precautions.

- **Team management and development**: Guide, train, and support team members to ensure quality work is delivered as planned. 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	20 - 25
Experience	Ph.D. with more than 10 years or MSc with more than 15 year's experience in a API / CDMO Industry, of which minimum 5 years should be in CDMO. Post Doctorate desired, but not must.

Key Competencies (Technical, Functional & Behavioural)

Technical
- In-depth knowledge of Process research and development, scale up as well as cGMP & regulatory requirements
- Use of statistaical tools in designing the experiemnts (DoE, QbD) and Analysis of Data.
- High level communication Multitasking & leading multiple groups
- High level communication
- Company business knowledge & job requirements

Functional
- Innovative Thinking
- Critical Information Seeking
- Planning & Organizing skills
- Execution Excellence

Behavioural
- Strong interpersonal and communication skills
- Collaboratiive mind set
- Team mentoring & building
- Attention to detail
- Customer centricity