

Job Description

Department	Discovery chemistry
Position	Group Leader
Reports to	Cluster Head
Location	R&D Campus, IKP, Shameerpet, Hyderabad.
<p>Summary of Job: To lead a team of 30-40 FTEs (single collaboration or multiple collaborations) taking comprehensive responsibility of the project with minimal or no supervision. Role requires complete ownership of the project, client management & cross-functional team coordination.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • To handle a group of 30-40 chemists with 3-4 team leaders • Handling multiple programs and providing suggestions to the team leaders on various aspects of the projects. • Chemistry trouble shooting: Involve & guide Team Leaders in synthesizing final analogs. Design robust synthesis routes wherever required. Involve in making daily and weekly chemistry plans for teams. • Project execution support, as required: Analysis of the results, logical and quick solutions as part of troubleshooting and coordination with CFTs like stores, logistics, engineering & SCM. • Communication: Weekly updates & TCs, e-mail responses within 24 h, percolation of information to team members, to update seniors on the synthetic challenges and discuss plans. • Quotes: Assigning requests to team leaders, follow up and review. • To percolate information from the department management to the team and support for thorough implementation. • Laboratory maintenance: Ensure safety practices are in place, constant review of the lab requirements and upgrading. • Documentation: Review of weekly reports, experimental, minutes of the meeting, reagent tracker and other miscellaneous documents. Ensuring timely accomplishment of scanning and archiving soft copies of LNBS in the digital library, in case of hardbound notebooks. In case of ELN, timely closure of experiments. • 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. • Cross-functional coordination: To coordinate & work with analytical, biology, DMPK, PRD to make sure all the client/ project requirements are fulfilled. 	

- To manage both FTE & FFS collaborations as per the request & demand
- **Multitasking & leading multiple groups:** To manage multiple FTE as well as FFS collaborations with different team size & to lead all the teams for different collaborations in the most efficient way.
- **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	30 - 40
Experience	<p>Ph.D. in Synthetic Organic Chemistry from a premier institute in India or abroad with 15+ years of experience in the Pharmaceutical industry/CRO of which minimum 10 years should be in CRO. Postdoctoral research experience is highly desirable with a track record of high impact publications.</p> <p>Proven track record of handling and leading multiple FTE and FFS collaborations with experience in Project Execution and Client Management.</p>

Key Competencies (Technical, Functional & Behavioural)

Technical

- In-depth project knowledge & progress monitoring
- Deep knowledge of characterization of novel compounds & strong analytical capabilities.
- Good understanding of development sequences - Analytical, Scale up, and Technology Transfer preferred. Flair for process development is preferred.
- 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
- Possess good leadership capabilities to lead a large team of senior scientists.
- Collaborative mind set
- Team mentoring & building
- Attention to detail
- Customer centricity