

## Position Summary

This position is responsible for the overall management of research and application development of microbiome-related activities. The candidate will lead a team of lab scientists, bioinformatics scientists, coders etc. A major role will be to perform in-depth R & D into the field of microbiome for new services and products. A substantial role will also be focussed on the interface of science and business wherein the candidate will drive development of new processes for current products as and when required and also play a lead role in development of new product that can be offered by the organisation.

## Performance Objectives

- Leads the Product/process Development
  - To lead the literature survey for the product/process based on the requirements shared by the Marketing team.
  - To conduct the science-business mapping of microbiome-related services and products.
  - To conduct in-depth R & D in the field of microbiome.
  - To develop new services in the field of microbiome.
  - To develop new products in the microbiome space.
  - To manage strategic partnerships with organisations of commercial and academic stature.
  - To give feedback to Marketing team to initiate new services and products.
  - To facilitate the process optimization with respect to smooth streamlining of operations.
  - To network with the scientific community by attending conferences, workshops to develop the microbiome ecosystem in India.
- Manages Technical Operations of end-to-end microbiome operations.
  - To lead the process of technical transfer
  - To hand over the tech transfer document
  - To generate intellectual property and publications
  - To demonstrate the process/product development for multiple products and pipelines.
  - To be available for troubleshooting as and when required by organisation head.
- Initiates and executes all required Regulatory compliances
  - To ensure compliance of Responsible Care & ISO
  - To apply for test license related to NABL and/or CAP
  - To ensure renewal of department of scientific and industrial research (DSIR) license
  - To ensure the renewal and compliance of all applicable licenses
  - To prepare all documents for NABL accreditation and ensuring its compliance and timely renewal
  - To ensure compliance for FDA license & GLP compliance
- Review of Record Books
  - To ensure accuracy of journal data entry
  - To ensure implementation of all QA systems

- Provision of samples to the customer
  - Responsible for sending samples to the customer for a new product/process modification
  - To share all required information and documentation with the customer
  - To ensure submission of the detailed methods to the customer along with the samples
- Procurement of chemicals/instruments
  - To co-ordinate with Purchase team for timely procurement of consumables and instruments
  - Responsible for vendor management for calibration of instruments
- Analytics Lab specific
  - To maintain records of chemicals and instruments
  - To prepare the QC manuals
  - To oversee preventive maintenance of equipment
  - To be incharge of during breakdown maintenance of equipment
  - To prepare protocols and reports for methods
  - To oversee calibration of instruments
  - Responsible for training of employee in Safety Procedures
  - To ensure availability of PPE as per norms

## Training ,Mentorship:

Consistently train scientists on various aspects of microbiome, microbiology, molecular biology, computation etc.

## Business Outcomes Expected

- Financial Modelling and MIS participation with the leadership team
- Error free Technical Transfer
- 100% compliance and timely renewal of all licenses
- Error free review of books of record
- % reduction of breakdown of equipment
- 100% compliance to the training calendar

## Job Specification

Educational Qualification: Ph.D in any area of Biology, with a thorough understanding of microbiome/microbiology and/or computation. Molecular Biology understanding is essential.

Overall Years of Experience: 10 - 12 Years, including thesis work

Years of Experience in current role: 5+ Years

## Competencies

	<b>Competency Name</b>	<b>Definition</b>
1	<b>Organizational Values</b>	Understanding Organizational Values and using them as a guidance of day to day work
2	<b>Internal &amp; External Customer Service</b>	Efficiently and effectively addressing the needs of Internal and External customers.
3	<b>Teamwork</b>	Working cooperatively with others to complete work assignments.
4	<b>Scheduling &amp; Coordinating</b>	Making arrangements that fulfil all requirements as efficiently and economically as possible.
5	<b>Professionalism</b>	Maintaining a professional presence.
6	<b>Learning Orientation</b>	Demonstrating a commitment to self-development and improvement of knowledge and skills.