

Team Leader – Synthetic and Mammalian Upstream– Job Description

Role Purpose:

Supervises and coordinates a technical group to provide expertise and input in order to contribute to the delivery of projects. Acts as technical lead in small/medium scale projects, and projects of some complexity. Draws upon a broad range of technical know-how to provide carefully thought-through advice and expertise to a range of stakeholders. The Team Leader offers innovative solutions at business-unit level for area of discipline, contributing extensively to development and improvement activities, identifying training and development opportunities within team to maximise performance.

Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To undertake line manager activities to ensure the smooth running of the group. This will include:
 - Short term (daily/weekly/monthly) planning of activities and objectives.
 - Assisting the area Manager in setting team and individual objectives to meet departmental, business unit, and company objectives.
 - Supporting the area Manager with performance management activities and leading on these where appropriate.
 - Providing training and coaching to team members to enable delivery of objectives.
 - Act as a point of contact for team members' queries and escalations.
 - Conduct regular meetings and one to one sessions with team members to ensure good communication across team.
- To work with and provide advice to the area Manager(s) to ensure the relevant portfolio of project work is delivered on time and in accordance with SHE practices and policy.
- To identify new technical developments and trends, translate these into building blocks for opportunities within the business unit, initiating the creation of (new) technological innovations/applications.
- To utilise own expert knowledge to assist in translating business unit strategy into practice through the delivery of plans to achieve team and business unit objectives.
- To build, maintain and exploit a network of relevant external stakeholders, customers, partners, research organisations and authorities, to represent the business unit and self as a credible expert, identifying opportunity for future projects and developments.
- To agree weekly workplans with team members, project manager(s) and other relevant stakeholders, and ensuring delivery to agreed schedule.
- To actively contribute to a culture of continuous capability development through coaching, mentoring and/or developing colleagues across the business unit and organisation, providing insights into areas of specialism.
- To keep self up to date with external developments in areas of specialism, and/or legislative and SHE related changes, ensuring application of new best practice and/or knowledge within the team.

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- To work collaboratively with Business Development, Bid Proposal, and technical colleagues to contribute to proposal / project development and direct customer engagement. Seek out and engage in business development opportunities where appropriate.
- To formulate and present possible solution directions and issue advice, building an internal reputation as a reliable and credible authority.
- To actively engage in hazard studies / SRA studies and discussions, as appropriate to role level.

Role specific responsibilities:

- To have and continuously develop a good knowledge/expertise focused on the development, validation and scale up/ scale down of synthetic and mammalian expression systems and processes for the production of biologics including recombinant proteins, mRNA, viral vectored products, and other modalities. Supporting this will be experience and expertise in team supervision and individual development. Your knowledge/expertise should be both practical and theoretical in areas such as:
 - To supervise a team, ensuring delivery of departmental goals, through appropriate delegation and providing feedback and motivation to team members. This includes providing first line-management support, allocation of resource to ensure project delivery and short-term planning of deliverables.
 - Theoretical and practical knowledge in Molecular Biology, Cell biology and Engineering, Biologics expression in mammalian, synthetic and/or cell-free systems, high throughput screening, Bioreactor scale up and relevant analytical techniques.
 - Lead and deliver experimentation around the development and validation of synthetic and cell based-expression systems suitable for the production of protein and gene-therapy based biologics including mRNA, viral vectored products, and other novel systems.
 - Lead and deliver experimentation around the production of therapeutic biologics focussed on the design, development and scale-down/scale-up of upstream processes.
 - Knowledge and use of reusable or single use bioreactor systems such as Sartorius's Biostat range or similar.
 - Application of techniques for the analysis of proteins, DNA, RNA and other biologics including cell-based assays.
 - Application of experimental design and statistical concepts to experimental planning.
 - Use and application of computer systems and software for data acquisition and analysis.
 - Document writing, data interpretation, presentation, and statistical analysis.
 - Knowledge of bioprocessing industry and cGMP concepts.
 - Application of your broad scientific knowledge to projects and client programs.

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Direct reports: Up to 5 direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
<p>Educated to HNC or Foundation Degree level (or equivalent) in a Scientific/Engineering discipline plus significant industrial experience at a senior level OR Educated to Degree level (or equivalent) in a Scientific/Engineering discipline plus relevant industrial experience at a senior level OR Educated to Master Degree level (or equivalent) plus significant industrial experience OR Educated to PhD level (or equivalent) in a Scientific/Engineering discipline plus relevant industrial experience.</p>	<p>Supervisory or Management qualification or completed formalised management training / managerial development programme. Chartered status with a relevant professional institution.</p>

Competencies and behaviours	
<p style="text-align: center;">Leadership (Influencing)</p> <ul style="list-style-type: none"> Promotes commitment to CPI's strategy, vision, values, and direction. Motivates, inspires and build resilience in others by making the vision shareable by everyone. Rewards and celebrates success with colleagues and teams. Future proofs work practices. Trusts others' judgment and demonstrates a willingness to try new things, even at the risk of failure. 	<p style="text-align: center;">Decision Making (Influencing)</p> <ul style="list-style-type: none"> Confidently draws reliable conclusions from diverse and sometimes incomplete data. Proactively sources and refers to how others have tackled similar problems previously. Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits.
<p style="text-align: center;">Communication (Influencing)</p> <ul style="list-style-type: none"> Employs comfortably a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations. 	<p style="text-align: center;">Developing self and others (Influencing)</p> <ul style="list-style-type: none"> Assesses the skills and competence of others within the organisation, and recommends development activities.

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<ul style="list-style-type: none"> Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment. 	<ul style="list-style-type: none"> Gives performance feedback in a timely manner on an informal basis regularly. Actively shares expertise and learning across the organisation. Takes personal accountability for success or failure of direct reports.
Collaboration (Guiding)	Delivery (Influencing)
<ul style="list-style-type: none"> Displays a collaborative style in day-to-day working whilst motivating others to achieve optimal performance and results. Develops relationships which facilitate the resolution of complex tasks and can apply different techniques to effectively mitigate any conflict. Can negotiate skilfully in tough situations with all stakeholders. 	<ul style="list-style-type: none"> Prepares and maintain schedules for activities and events for projects. Delegates responsibilities for tasks and decisions to the appropriate staff; sets SMART objectives and monitors progress. Researches capabilities and constraints, in advance of a project, which could affect its approach and outcomes. Holds people accountable for achieving results.

Knowledge and Experience:

Essential:	Desirable:
<p>Will exhibit professional mastery of principles and practices of molecular, cellular and vector biology, gained in academic or industrial environments</p> <p>OR</p> <p>Will exhibit professional mastery of principles and practices of upstream processing, gained in academic or industrial environments.</p> <p>Significant practical experience using and/or developing different expression systems for protein and nucleic acid based biological products including both cell and/or cell-free, stable and or/ transient systems.</p> <p>Experience with complex technical problem solving.</p> <p>Practical mammalian cell culture experience.</p>	<p>Is an active member of a professional body, engaging with peers beyond CPI.</p> <p>Experience of supervising a small group or team within an operational environment.</p> <p>Use of high throughput bioreactor platforms.</p> <p>Familiarity with the use of design of experiment methodologies to inform experimental design.</p> <p>Understanding of GMP & the requirements for the production of biopharmaceuticals.</p>

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Significant cloning experience including vector design, restriction, ligation and transformation.

Experience with development and utilisation of relevant analytical techniques including qPCR, SDS-PAGE, ELISAs and cell-based reporter assays.

Is comfortable using own judgement and initiative within standard engineering / scientific practices, as well as an understanding of when to seek advice from colleagues.

Can demonstrate evidence of knowledge sharing and network building practice across teams or groups.

Has ability to apply theoretical and practical scientific/engineering methods to contribute to business activities.

Can provide examples of actively utilising cross-team collaboration to achieve desired results.

Actively demonstrates in-depth technical and theoretical knowledge in at least one area and is viewed as a specialist in this area by peers.

Is able to take responsibility for diverse or complex technical activities where it is necessary to use own initiative and judgement, implementing innovative solutions in complex situations.