

## Job Description – Template

Job Title	Principal Scientist, MCC Wilton
Job Holder	
Reports To	Process Transfer and Upstream Lead
Location	Wilton
Date	August 18
Grade	33

### Job Purpose

To contribute to PD Upstream Group to provide streamlined experimental planning, execution and evaluation, for the manufacture of novel therapeutic monoclonal antibodies

They will also have a role to play in contributing to the implementation of new and innovative ways of working.

Acting as a Line Manager within the PD Upstream Group organogram structure supporting and developing scientists within the group.

Act as interface between associated project groups, including Downstream, Analytical Development and Manufacturing.

### Dimensions

Turnover	£100 million
Site Numbers	500
No of staff reporting to individual	2-4 research staff / placement students (if applicable)
Forward work plan	Up to six months

### Principal Accountabilities

- 1.To identify, design, implement and manage experiments
- 2.To review experimental work, data and reports produced within PD to ensure accuracy and compliance
- 3.To produce well written, compliant and traceable laboratory notebooks and raw data files
- 4.To prepare reports and presentations for internal and external use in a suitable and professional manner. Expectation of minimal review for technical content and PD standards (e.g. spelling, grammar, style, etc)
- 5.To train and supervise the experimental work of other research staff
6. To be able to communicate to senior management and peers results, decisions, and process suitability with rationale
- 7.To understand / be able to investigate any IP implications of processes being developed
- 8.To understand basic capabilities / limitations of the CBF and MCC manufacturing
9. To co-ordinate work with other functions / departments to achieve project objectives
- 10.To represent the department in cross functional meetings, maintaining awareness of the department / companies best interests as appropriate

Any other duties commensurate with the role.

### Competencies

Competency	Demonstrated Behaviours
<b>Innovativeness</b>	<ul style="list-style-type: none"> <li>• Thinks in terms of options when identifying solutions</li> <li>• Originates alternatives to conventional thinking</li> <li>• Produces novel ideas to modify and improve procedures</li> <li>• Tries different and original ways to deal with organisation problems and opportunities</li> <li>• Produces imaginative or unique responses to a problem</li> <li>• Develops new approaches to improve or replace existing procedures or systems</li> <li>• Generates alternatives before settling on a solution</li> </ul>
<b>Analytical Thinking</b>	<ul style="list-style-type: none"> <li>• Develops and uses clear criteria for guiding decisions Identifies cause and effect relationships.</li> <li>• Thinks through the consequences of different courses of action.</li> <li>• Considers pros and cons before deciding.</li> <li>• Identifies root causes.</li> <li>• Thinks through priorities.</li> <li>• Understands and evaluates numerical data, tables, charts, or graphs to get to the cause of a problem.</li> <li>• Performs calculations and combines quantitative information in order to diagnose and solve a problem.</li> <li>• Develops a list of decision-making guidelines (algorithms, etc.) to help arrive at logical solutions.</li> <li>• Makes sense of information by organising it.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Modifies a strongly held opinion in response to contrary evidence.</li> <li>• Modifies own behaviours in response to a situation.</li> <li>• Works around obstacles that prevent completion of projects.</li> <li>• Sees the merits of differing positions or opposing viewpoints and changes behaviour accordingly.</li> <li>• Adjusts behaviour to suit new procedures and systems.</li> <li>• Modifies behaviour in order to reach a goal.</li> <li>• Maintains effectiveness during rapidly changing assignments or priorities.</li> <li>• Changes plans if circumstances dictate.</li> </ul>
<b>Independence</b>	<ul style="list-style-type: none"> <li>• Takes a stand on critical issues.</li> <li>• Openly tests or questions the opinions or positions of others.</li> <li>• Is prepared to disagree with colleagues or more senior people.</li> <li>• Raises problems openly.</li> <li>• Follows own judgement in the face of opposition or threat.</li> <li>• Takes a stand on a potentially unpopular issue.</li> <li>• Is prepared to question established systems, organisational norms, and values.</li> </ul>
<b>Concern for Impact</b>	<ul style="list-style-type: none"> <li>• Takes action to have an intended or desired effect on others.</li> <li>• Effectively communicates in order to influence.</li> <li>• Considers in advance the impact of actions on others and adjusts actions in order to influence.</li> <li>• Acts to ensure that others will understand complex information.</li> <li>• Acts to preserve longer-term work relations.</li> <li>• Considers the likely reactions of others and acts to address them in planning a communication.</li> <li>• Shows consideration for and responds to the feelings and needs of subordinates, peers, superiors or customers.</li> <li>• Maintains people's self-esteem in situations of criticism, disagreement, or discipline.</li> <li>• Maintains people's self-esteem when interacting with them.</li> </ul>
<b>Initiative</b>	<ul style="list-style-type: none"> <li>• Introduces changes in direction, policy or procedure.</li> <li>• Takes action before being asked.</li> <li>• Takes action in areas for which he/she has no direct personal responsibility.</li> <li>• Questions the way things are done and makes changes.</li> <li>• Proactively offers proposals.</li> <li>• Sees an opportunity and takes action.</li> <li>• Proactively scans the environment for new ideas, trends, etc.</li> <li>• Makes suggestions on how to improve things at work.</li> </ul>
<b>Efficiency Orientation</b>	<ul style="list-style-type: none"> <li>• Actively seeks ways of improving current methods, systems, processes and</li> </ul>

	<p>structures.</p> <ul style="list-style-type: none"> <li>• Finds ways to use time and resources more cost effectively.</li> <li>• Actively looks for opportunities to reduce spoiled materials, time, etc.</li> <li>• Points out redundant or unnecessary steps in methods or procedures.</li> <li>• Establishes plans to reduce inefficiency.</li> <li>• Actively monitors costs.</li> <li>• Actively reviews schedules to avoid unnecessary 'overruns'.</li> <li>• Includes efficiency as a standard in the performance plans of others.</li> <li>• Tries a new way to do a job because it might be better.</li> <li>• Questions whether all current activities are necessary to maintain high productivity and quality.</li> </ul>
<b>Development orientation</b>	<ul style="list-style-type: none"> <li>• Gives people assignments or training to develop their abilities.</li> <li>• Gives specific feedback to help improve performance.</li> <li>• Expresses positive expectations of others and gives encouragement.</li> <li>• Gives people latitude to do more challenging or interesting tasks to help them develop.</li> <li>• Takes time to listen to and offer help on others' work-related problems.</li> <li>• Identifies the developmental needs of people.</li> <li>• Designs or locates appropriate training programmes for people.</li> <li>• Designs or locates appropriate developmental projects for people.</li> <li>• Takes action to increase the capability of people.</li> </ul>

### **Special Features –**

An experienced scientist who can move into the role seamlessly

Flexibility to work weekends (as required, on a rota system)

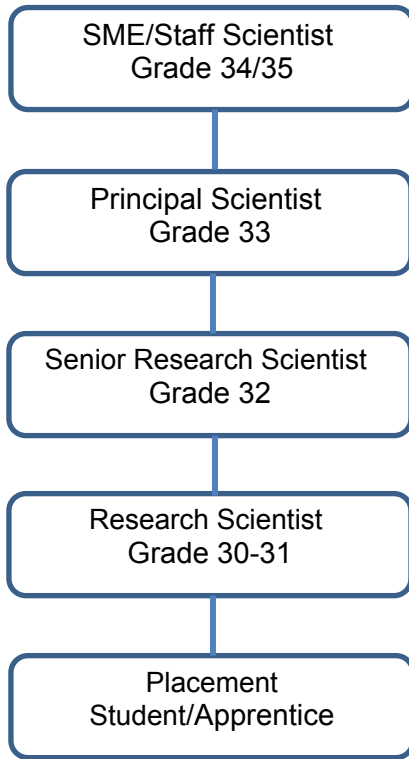
Possesses a 'can-do' attitude and is willing to contribute to the successful running of the team.

Significant client contact a feature of the job. The job holder must be able to contribute satisfactorily to interactions with the client company personnel to achieve the project targets. For discussions within the 'good knowledge' expectation for a grade 33, the job holder must be able to demonstrate technical and scientific knowledge to the client appropriate to the tasks being discussed. If outside 'good knowledge' expectations, scientist to bring in specialist expertise to assist

The job holder will be operating in a highly regulated environment and must be aware of the regulatory background to their work

To take an active role in the management / general activities of the laboratory

### **Organisation Chart**



**Signatures**

Job Holder: ..... Date: .....

Manager: ..... Date: .....