

Job Description – Head Process Development DSP

Job Title	Head Process Development DSP
Job Holder	
Reports To	VP Process Developemnt
Location	Billingham UK
Date	March 2019
Grade	36 (subject to confirmation)

Job Purpose

To Inspire, lead and manage the PD Downstream Processing group of Fujifilm Diosynth Biotechnologies UK Ltd (FDBK) ensuring its effective operation, organisation and delivery of business targets.

To technically and operationally support the Technical Project Leadership (TPL) group so that PD Operations deliver programmes on time (high milestone adherence), in budget (sufficient programme profitability) and in a safe manner.

To champion, help define and implement organisational change activity in PD Downstream Processing focussed on continuous improvement of delivery, increased output and technical capability.

To help formulate and implement PD strategy of FDBK as a core member of the Senior PD leadership team and through advice to the Business Leadership Team.

Dimensions

Turnover	£100 million
Site Numbers	700
No of staff reporting to individual	50-60
Forward work plan	Up to 12 months

Principal Accountabilities

To ensure internationally leading competitive excellence in downstream science.

To ensure project delivery in PD Downstream Processing that always delights customers.

To support the business winning process through projection of technical excellence of PD Downstream Processing and FDBK to prospective and current customers.

To ensure that appropriate and high quality PD Downstream Processing is applied in customer projects.

To identify areas where improved efficiency, quality and output in PD Downstream Processing can be won and to initiate, champion and sponsor associated improvement activities.

To establish and maintain effective information flows to key stakeholders in FDBK and with customers.

To guide and ensure the effective evolution of the PD Downstream Processing group so that it can fully meet future challenges of business growth, technical change and innovation of customer service.

To ensure that PD Downstream Processing components of customer projects are documented to appropriate internal Quality standards.

To prepare and deliver reports and presentations for internal and external uses in a suitable and professional manner.

To act as an ambassador for FDBK projecting its competitive excellence to customers and key industry influencers through presentations, visits and support of the sales team in the field as required.

To ensure that PD Downstream Processing work safely within FDBs EHS policies.

Competencies

Competency	Demonstrated Behaviours
Conceptual Thinking	<ol style="list-style-type: none"> 1. Understands how own tasks relate to the wider framework. 2. Makes connections between facts and events that are not readily obvious. 3. Develops models and sees the 'big picture'. 4. Compares present data and events with previously defined frameworks. 5. Fits information to mental models and frameworks. 6. Relates different pieces of information and recognises trends. 7. Identifies the key factor(s) in a complex problem. 8. Associates seemingly unrelated information in order to analyse a situation. 9. Forms a general impression about a group or organisation from the way people behave within that group or organisation. 10. Relates the implications of events and trends in the external environment to the work unit or organisation.
Innovativeness	<ol style="list-style-type: none"> 1. Thinks in terms of options when identifying solutions. 2. Originates alternatives to conventional thinking. 3. Produces novel ideas to modify and improve procedures. 4. Tries different and original ways to deal with organisational problems and opportunities. 5. Produces imaginative or unique responses to a problem. 6. Develops new approaches to improve or replace existing procedures or systems. 7. Generates alternatives before settling on a solution.
Flexibility	<ol style="list-style-type: none"> 1. Modifies a strongly held opinion in response to contrary evidence. 2. Modifies own behaviours in response to a situation. 3. Works around obstacles that prevent completion of projects. 4. Sees the merits of differing positions or opposing viewpoints and changes behaviour accordingly. 5. Adjusts behaviour to suit new procedures and systems. 6. Modifies behaviour in order to reach a goal. 7. Maintains effectiveness during rapidly changing assignments or priorities. 8. Changes plans if circumstances dictate.
Positive Self-Image	<ol style="list-style-type: none"> 1. Is stimulated by challenging goals. 2. Is confident in his or her ability to overcome obstacles. 3. Is confident in dealing and working with others. 4. Displays confidence while taking on new responsibilities. 5. Deals positively with situations that could be seen as stressful or threatening. 6. Emphasises the positive aspects of difficult situations. 7. Has positive belief in personal capability.
Interpersonal Awareness	<ol style="list-style-type: none"> 1. Sees things from others' viewpoints. 2. Draws inferences about others' concerns and interests. 3. Understands the unspoken meaning in a situation. 4. Senses others' emotional states and ways of thinking. 5. Is sensitive to changes in other people's moods or temperament. 6. Detects the concerns, interests or emotions which seem to lie behind what people say.

Concern for Impact	<p>7. Is aware of the feelings of others.</p> <ol style="list-style-type: none"> 1. Takes action to have an intended or desired effect on others. 2. Effectively communicates in order to influence. 3. Considers in advance the impact of actions on others and adjusts actions in order to influence. 4. Acts to ensure that others will understand complex information. 5. Acts to preserve longer-term work relations. 6. Considers the likely reactions of others and acts to address them in planning a communication. 7. Shows consideration for and responds to the feelings and needs of subordinates, peers, superiors or customers. 8. Maintains people's self-esteem in situations of criticism, disagreement, or discipline. 9. Maintains people's self-esteem when interacting with them.
Efficiency Orientation	<ol style="list-style-type: none"> 1. Actively seeks ways of improving current methods, systems, processes and structures. 2. Finds ways to use time and resources more cost effectively. 3. Actively looks for opportunities to reduce spoiled materials, time, etc. 4. Points out redundant or unnecessary steps in methods or procedures. 5. Establishes plans to reduce inefficiency. 6. Actively monitors costs. 7. Actively reviews schedules to avoid unnecessary 'overruns'. 8. Includes efficiency as a standard in the performance plans of others. 9. Tries a new way to do a job because it might be better. 10. Questions whether all current activities are necessary to maintain high productivity and quality.
Development Orientation	<ol style="list-style-type: none"> 1. Gives people assignments or training to develop their abilities. 2. Gives specific feedback to help improve performance. 3. Expresses positive expectations of others and gives encouragement. 4. Gives people latitude to do more challenging or interesting tasks to help them develop. 5. Takes time to listen to and offer help on others' work-related problems. 6. Identifies the developmental needs of people. 7. Designs or locates appropriate training programmes for people. 8. Designs or locates appropriate developmental projects for people. 9. Takes action to increase the capability of people.

Special Features

Fujifilm Diosynth Biotechnologies is a leading CMO providing state of the art process and analytical development and cGMP manufacturing services to its international clients in the pharmaceutical and biotechnology sectors. It is growing rapidly and aims to be technically leading.

FDBK business model is based on servicing many clients in parallel ensuring that all client milestones set are delivered on time in full. This requires high levels of customer service and the job holder must have high levels of empathic customer awareness and the ability to react rapidly and creatively in the world of rapidly changing timelines, targets and priorities.

An important feature of this role is that the job holder will play a key role in helping guide the growth and evolution of the PD function as a whole within FDBK and will be involved in developing PD strategy through their role in the Senior PD leadership team and by their advice to Senior Management of the business.

The job holder will have outstanding knowledge of downstream process development with relevant industry experience. The job holder will be an effective and experienced communicator (up, down and across FDB) on these issues.

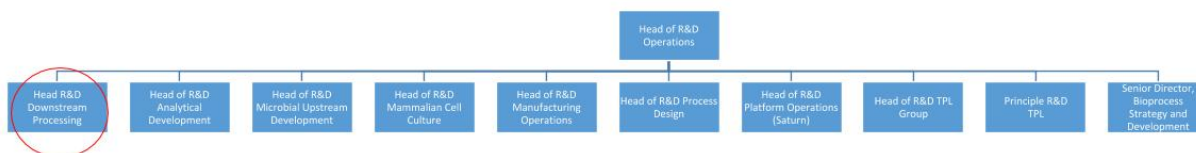
The job holder will be an expert and proactive technical and organisational problem solver capable of inspiring and leading problem solving teams focussed on true root cause analysis and on then delivering solutions derived from these investigations.

The job holder will be required to develop appropriate links with FDB in RTP and Texas.

The job holder will be operating in a highly regulated but fast moving environment and must of necessity maintain awareness of the regulatory milieu of the business.

The job holder will be expected to have, create and maintain active networks of contacts with leading academic institutions, science and technology funders, trade bodies, and key influencers in biotechnology and pharmaceutical sectors.

Organisation Chart



Signatures

Job Holder: Date:

Manager: Date:

Revision Table

Revision History	Date of Update	Authoriser