



## JOB DESCRIPTION

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**Job Title: Head of Science**

**Reports to: Chief Executive Officer**

**Salary Band: TBA**

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### SUMMARY OF THE ROLE

The Head of Science is a key appointment for the CCDC. The appointee will work closely with the Chief Executive Officer, the Materials Science and Discovery Science teams of the CCDC and other members of the Senior Leadership Management Team (SLMT) in order to provide management and direction for the science behind this growing not-for-profit and registered charity in the service of the scientific community and for public benefit. The Head of Science will be accountable for the creation and delivery of the strategic, scientific vision and leadership in all aspects of the science for the organisation.

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### MAIN DUTIES AND RESPONSIBILITIES

#### *Main responsibilities*

- Liaise with the Chief Executive Officer and the Board of Trustees to establish and agree on scientific policy – specifically through assessing opportunities from, and the impact of, new scientific and political developments in areas important to the company's business activities;
- Formulate, develop and implement the scientific strategic plan of the company;
- Develop, implement and monitor the annual and medium term scientific plans, programmes and projects to meet overall objectives and agreed timings;
- Lead and manage the company's scientific research and development work and to propose direction, as appropriate;
- Commission, where appropriate, scientific research in areas consistent with company strategies and in support of the company's charitable aims;
- With a focus on continuing improvement, to propose and develop new scientific opportunities for CCDC, including those for commercial and academic co-operation that offer scientific benefits to the company its users and partners, and that contribute to the charitable aims of the company;
- Accountable for the budgets for scientific projects, and related development activities;



- Manage the CCDC scientific team, and to foster a team-based culture, ensuring positive interactions with other teams and with CCDC database and software users and external collaborators;
- Identify scientific competitive threats to the underlying science base of the company;
- Responsible for his/her own work planning against objectives set in agreement with the Chief Executive Officer.
- Lead and coordinate Product Management in the delivery of functionality that meets users needs;
- Communicate feedback and agree the direction of Product related science;
- Provide expert input into the development of CCDC software that helps address the needs of industrial and academic users;
- Ensure organisational awareness of key developments and opportunities in the Materials and Discovery Science areas;
- As a member of the SLMT at CCDC, integrate the Scientific vision with the overall CCDC strategic framework;
- Drive the scientific relationships with key partners, particularly in the Pharmaceutical and Agrochemical development sectors, via the CCDC's Crystal Form Consortium and 1 to 1 partnerships in line with the CCDC scientific strategy. This would include arrangement of bespoke scientific consultancy in solid form analysis and joint research projects;
- Build and maintain user communications with customers to allow alignment of Scientific R&D with the needs of the users;
- Maintain the CCDC's strong place in the Scientific research community worldwide;
- Facilitate the presentation of new research and development, presenting at conferences and publishing high quality research papers in the field of Crystallography, Materials and Discovery Science.

#### *Communication and information*

- Report to and meet with the Chief Executive Officer at a minimum of once per month;
- Represent and promote the scientific interests of the company via the publication of papers, the giving of scientific presentations and by encouraging and identifying opportunities for CCDC staff to do the same;
- Facilitate links with professional and regulatory bodies and commercial organisations;
- Participate in and co-ordinate the activities of CCDC in external consortia and expert groups in support of the company's charitable aims;
- Promote the company and its charitable aims within the scientific industrial and academic communities;
- Ensure effective internal communications both within the scientific team and across the organisation.



### *Financial*

- Accountable and responsible for effective financial management, planning and monitoring of the scientific team;
- Provide monthly information to enable the creation of financial results and forecasts for the Scientific team.

### *Staffing, Management and Resources*

- Ensure that the skills and experience of CCDC's scientists are consistent with its scientific, technological and business needs for providing quality in present and future services;
- Encourage scientific staff to represent CCDC at conferences and meetings with research partners and users to continuously grow the scientific reputation of the charity;
- Establish clear organisational structures and succession plans aligned with appropriate responsibilities, accountabilities and personal development for all scientific staff in line with anticipated growth.

### *Policies and Procedures*

- Comply with all relevant policies and procedures
- Complete all documents required by the company policies and procedures

### *Other*

- Undertake additional tasks and responsibilities as may be reasonably expected of the role and as necessary in order to achieve the objectives of the science group and CCDC goals.



## PERSON SPECIFICATION

### Education, Skills & Knowledge

Educated to degree level or equivalent Essential

PhD in chemistry related field Essential

Understanding of the challenges facing CCDC Essential

Significant structural/discovery chemistry expertise Desirable

Knowledge of crystallography and/or a good appreciation of the value of structural information and how it is used. Desirable

Knowledge of current software tools in structural science Essential

Excellent communication and presentation skills at all levels including presenting information at senior level Essential

Significant experience in leading and managing scientific teams Essential

Strong negotiating skills Essential

Excellent leadership and diplomatic skills Essential

### Abilities

Analytic strategic thinking/problem solving Essential

Delivering work to deadlines Essential

Managing a diverse team of staff Essential

Translation and negotiate between users and developers of software Essential

Self-organising and able to prioritise effectively Essential

Able to undertake international travel Essential



## Experience

Can demonstrate senior scientific leadership experience with a significant track record of success.	Essential
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Experience in an organisation involved in structural science and/or software development or a related company	Desirable
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Experience commensurate with an executive management position	Essential
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Experience in pharmaceutical or consumer-based industry or in a senior, scientific academic role	Desirable
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Demonstrate a high level of personal merit and performance at a senior level	Essential
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Demonstrate a capacity to lead and develop initiatives within a strategic framework	Essential
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Chairing and managing high level internal and external meetings	Essential
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