

## **Sedia Biosciences Corporation**

### **Job Description**

**Job Title:** Scientist  
**Department:** R&D  
**Reports To:** Senior Scientist/Project Manager/Senior Project Manager  
**FLSA Status:** Exempt  
**Prepared By:** Ron Mink  
**Prepared Date:** 10/12/19  
**Approved By:** Roger Gale  
**Approved Date:** 10/12/19

#### **Summary:**

Leads and conducts research and development focused on supporting the company's product, technology and services research and development program. Exercises independent judgement based on professional training and experience for non-critical and critical tasks. Typically leads a small team of 1-2 junior scientists and technicians to accomplish goals.

#### **Primary Responsibilities:**

- Conduct and supervise research; analyze data toward project direction goals and milestones.
- Write technical reports and create presentations.
- Design, supervise and interpret protocols, techniques, equipment operation and QC to implement product designs.
- Work with a team to conduct analysis related to the performance of products and processes.
- Supervise and mentor technical staff.
- Prepare protocols, reports, publications and oral presentations.
- Follows GMPs, GLPs or sound laboratory practices as appropriate.
- Maintains R&D notebook documenting studies, experiments, data collection and R&D recipes not otherwise documented.

#### **Supervisory Responsibilities:**

- Typically leads a small team of 1-2 junior scientists and technicians to accomplish goals

#### **Essential Functions and Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical:** Synthesizes moderately complex or diverse information for tasks; collects and researches data; uses intuition and experience to suggest interpretation of data. Provides input on work flows and procedures.

**Design:** Provides input on design; Uses feedback to suggest design modifications.

Problem Solving:	Identifies and resolves problems in a timely manner. Gathers and analyzes information; may develop alternative solutions; works well in a group problem solving situations.
Project Management:	No Project Management responsibilities.
Technical Skills:	Expertise in immunoassay technologies, esp. technology specific to project. Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
Customer Service:	Reports customer complaints or concerns. Responds to request for service and assistance. Meets customer commitments.
Interpersonal Skills:	Strong interpersonal skills and ability to work with others. Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and tries new things. Disagrees with respect for others' views and needs, and not out of emotion. Manages and reduces conflict within direct reports and supervisor as well as cross functional/cross departmental relations.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates to meetings; focused on clear polite respectful communication.
Written Communication:	Writes clearly and informatively. Spelling and grammar errors do not detract from content; Presents numerical data effectively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities. Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
Visionary Leadership:	Inspires respect and trust; mobilizes others; provides inspiration to peers and subordinates.
Change Management:	Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results. Deals effectively with change.
Delegation:	Delegates task assignments on work to subordinates as appropriate; Matches the responsibility to the person with supervisor/mentor guidance; Gives authority to work independently with appropriate "safety net" and monitoring to ensure accountability; Sets task expectations and monitors delegated activities; Provides recognition for results and advises supervisor of progress
Leadership Skills:	Exhibits confidence in self and inspires in others within the department; Inspires and motivates subordinates and others in the department to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

	Sets an example for subordinates of work ethic and commitment to quality.
Managing People:	Includes subordinates in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops employees' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services in a collaborative way; Continually works to improve supervisory skills. Provides a non-confrontational forum for subordinates to air grievances, challenge policies in a positive way, and voice concerns.
Quality Management:	Committed and supportive of Good Quality Output, and the Company Quality Policy. Looks for ways to improve and promote quality. Works to collaboratively instill good quality management in the development of new products and the manufacturing and quality systems for making those products.
Business Acumen:	Generally, understands near term business implications of decisions; Displays orientation to profitability; Demonstrates some knowledge of market and competition; Aligns work with Company defined goals.
Cost Consciousness:	Helps identify, develop and implement cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
Diversity:	Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Helps build a diverse workforce.
Ethics:	Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Completes administrative tasks currently and on time; Supports organizations goals and values; Supports affirmative action and respects diversity.
Strategic Thinking:	Provides input for market and competition analyses; Helps identify external threats and opportunities:
Judgement:	Displays willingness to make decisions impacting subordinates and potentially others in the department; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process. Makes timely decisions.
Motivation:	Self-motivated. Sets and achieves challenging goals for self and subordinates; Demonstrates persistence and generally overcomes obstacles; Establishes a standard of excellence for self and strives to maintain it; Takes calculated risks to accomplish goals but accepts consequences of failures.

Planning/Organizing:	Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules subordinates and their tasks; Develops realistic action plans.
Professionalism:	Sets example of professionalism for subordinates. Approaches others in a tactful manner. Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
Quality of Work:	Sets example for subordinates of quality work. Demonstrates accuracy and thoroughness; Exhibits attention to detail. Looks for ways to improve and promote quality in work as well as in products and processes; Applies feedback to improve performance; Monitors own work to ensure quality.
Quantity of Work:	Sets example for subordinate of productivity. Meets productivity standards; Completes work in timely manner; Strives to increase productivity. Works quickly.
Safety & Security:	Sets example for subordinates in observation of safety and security procedures; Determines appropriate action using guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Ensures that facility security measures are followed, and intellectual property and company confidential information is secured from outside parties.
Adaptability:	Adapts to changes in the work environment and facilitates the adaptation of subordinates to change; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change; delays; or unexpected events.
Attendance/Punctuality	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Advises supervisor of planned absence in advance and notifies office when unexpected absence prevents appearing at work. Arrives at meetings and appointments on time. Displays respect for other people's time
Dependability	Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
Initiative	Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
Innovation	May be a contributor to new ideas, new products and new technology for the Company. Frequently displays original thinking and creativity; meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Ph.D., M.S. with 6+, B.S. with 8+ years; Biochem/Immunol/Microbiol/Biology/Genetics/or similar.

Prior experience in medical device or pharma arena preferred; must have prior relevant laboratory experience of at least 3-4 years (academic or industry).

Familiarity with GLPs and GMPs

Prior experience supervising lab techs or junior scientists

**Language Skills:**

Ability to read, analyze and interpret professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and customers. Proficient in English

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability, statistical inference, statistically sampling plans, and fundamentals of plane and solid geometry, algebra and trigonometry. Ability to perform simple unit of measures conversions (incl. metric vs US). Ability to apply concepts such as fractions, percentages, ratios, proportions, measures of central tendencies, standard deviations, coefficient of variances and regression analyses to practical situations. Ability to perform complex concentration:volume equivalencies; familiarity with significant digits.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

Proficient in the use of an Internet Browser(s), Email, Microsoft Office Suite; Adobe Acrobat

**Certificates, Licenses, Registrations:**

Certification of prior training in cGMPs, QSR's, ISO13485 highly desirable

**Other Skills and Abilities:**

Good organization skills including ability to maintain an organized work environment; Some familiarity with operations management and with current Good Manufacturing Practices, Quality Systems Regulations and/or ISO13485 including Design Controls highly desirable; Strong technical skills including in depth knowledge and understanding and hands on experience with ELISA and LFIA type assays specifically and in vitro diagnostic assays in general; ability to think logically and carryout complex troubleshooting of problems.

**Other Qualifications:**

Works well under pressure without getting frustrated; works productively under tight deadlines. Ability to work with outside vendors, contract manufacturers and service providers. May travel up to 5% of time.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, employee is frequently required to walk, sit and talk or hear. Employee is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and taste or smell. Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally move up to 100 pounds. Requires close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General Environmental Exposures: May be exposed to wet, humid conditions; dry (<25% RH) conditions; occasionally to extreme cold
- Elevation: Occasionally exposed to moderately high places (e.g. ladders up to 16 feet).
- Reagent and Chemical Exposure: Occasionally exposed to fumes or airborne particles; irritating, toxic or caustic chemicals
- Mechanical and Electrical Exposure: Occasionally exposed to moving mechanical parts, vibration, and slight risk of electrical shock
- Biohazardous Agent Exposure: Frequently exposed to human pathogens either live or inactivated, and human body fluid specimens. Training in handling of bloodborne pathogens and appropriate safety equipment provided.