Example of Associate Scientific Director Job Description

Our growing company is hiring for an associate scientific director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for associate scientific director

- As assigned, act as a standing member on Medical Teams and other global or Genentech core and sub-teams to provide appropriate and adequate SC representation across teams
- Participate in and/or lead ongoing, quarterly and annual evaluation and refinement, as needed, of SC plans for the assigned molecule(s)/product(s) to ensure continuous effectiveness, on-time, on-target and within-budget results Participate in Scientific Congress and other relevant external meeting/event planning and development SC Operations Participate in and/or lead engagement plan negotiations with relevant external parties Work closely and regularly with relevant external parties
- Guide internal colleagues and teams on relevant external communications and interactions
- As needed or otherwise appropriate, help facilitate contact between relevant internal personnel and external strategic partners
- Lead cross-functional, long-term projects and/or clinical trials that require alignment across multiple internal and external stakeholders
- Act as a single-point-of-contact to relevant external parties and provide a pathway for any issue resolution or other business related developments and needs Provide medical affairs oversight on cross-functional committees and forums, such as promotional review committees, to ensure the SC perspective is incorporated into relevant cross-functional strategies, plans

- Monitor execution of the Strategic Engagement Plan to ensure goals, objectives and other performance metrics will be met or exceeded
- As assigned, supporting development and execution of pipeline product communication plans and training, in collaboration with PDMA, gRED, pRED and other PD functions and teams
- Working collaboratively with all internal partners and other stakeholders
- Stay abreast of internal and external developments (scientific, clinical, commercial, competitive, legal, regulatory and like), as such developments may implicate or otherwise impact the assigned therapeutic area

Qualifications for associate scientific director

- Experience with a variety of regulatory and clinical documents
- Experience in managing projects and documents and as a project team member
- Ability to manage several tasks in parallel on short timelines
- Ability to work cooperatively with colleagues in a wide range of disciplines
- High level of competence in Word, Excel, PowerPoint, and Adobe Acrobat
- Familiarity with document templates and electronic submissions