

## JOB PROFILE OPERATIONS MANAGER SCANNEXUS 0.6 FTE

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### 1.1 GOAL

As a “deputy” of the CEO, the Operations Manager is responsible for the smooth and efficient “day-to-day” operations of Scannexus, both autonomously and in conjunction with (officially under the responsibility of / and reporting to) the CEO.

The Operations Manager will be responsible for ensuring organizational effectiveness and efficiency by providing leadership for the organization's financial, hr, ict and project related functions including financial reporting, project administration, accounts payable / receivable, payroll and administration, grant / subsidy reporting, managing the organizations HR function, helping and creating organizational and program budgets and other miscellaneous tasks, all in collaboration with the CEO and internal and external stakeholders.

Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies and practices. This position will also interact with the Supervisory Board, Strategic Scientific Advisory Board, Shareholders and last but not least with internal and external customers, partners, users and clients.

### 1.2 RESPONSIBILITIES

- Deliver input into the development and review of long term (more strategic), annual and quarterly (more operating) plans, budgets and business and financial reporting.
- Contribute to short and long-term organizational planning and strategy as a member of the management of the company.
- Implement, maintain and improve the operational systems, processes and policies in support of organizations mission, vision, strategy and goals - specifically, support management reporting, financial reporting, information flow and management, cash flow management, business processes and organizational planning, execution and evaluation.
- Manage and increase the effectiveness and efficiency of projects and business services delivered to customers, internal support services (HRM, ICT and Finance), both through improvements to each function as well as through coordination and communication between business and support functions.
- Co-responsible (with business developer and others) for translating market information and company's objective into a business, product / service development plan, to ensure a focused and pro-active approach to reaching out for (potential) customers and opportunities. Management (and development) of business and services portfolio to (current and future) customers, partners and clients / users.
- Co-responsible (with business developer) for the acquisition and development of new research and business development projects, or extension of existing projects, with academia and industry partners (primarily across Europe) at senior (R&D and business) level management.
- Accountable for negotiation and finalising contracts with academia and industry partners by engaging with senior level management.
- Accountable for ensuring all necessary documents and approvals (in line with legal regulatory as well as internal policies) are in place prior to contract execution and commencement of projects (such as insurances and medical ethical approvals).
- Work with partners (at different levels and departments e.g. management, legal, finance) to ensure necessary project management procedures and controls are in place and expectations and interactions are well managed.
- Monitor and internally supervise the preparation of necessary reports (internally and for external bodies) to ensure adequate finance and project management overviews and intervene when required.
- Co-responsible (with business developer) for project follow-up (and evaluation / monitoring), project extensions / renewals and looking for new business development opportunities (spin off / spin out) resulting from existing projects.
- Play a significant role in supporting the CEO in long-term planning and management, geared

towards operational excellence and financial stability of the company.

- Oversee overall financial management, planning, systems and controls and financial performance against budget, financial and operational goals.
- Management of projects in coordination with the team members.
- Payroll management, including tabulation of accrued employee benefits.
- Management of administrative and office procedures, archiving and administration.
- Invoicing to customers, funding sources, including calculation of completed units of service.
- Organization of legal, fiscal, insurance, administrative procedures, documents, and reporting and evaluations.
- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies.
- Supervise and coach office manager and other team members on a daily basis.
- Responsible for implementing and maintaining the ISO 9001 and 13485 norms and all other Quality and Risk related processes and procedures.

### 1.3 REPORTING

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Report:

Direct report to and receiving guidelines / instructions from CEO who is ultimately responsible.

### 1.4 KEY INTERACTIONS

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Key internal interactions:

CEO, CSTO, Senior Operations and Technology Development Officer, MRI Technicians, business developer, office manager, lab assistant / administrator

Supervisory Board, Shareholders and Strategic Scientific Advisory Board

Key external interactions:

National and international academic / clinical institutions (PI's, CU's, legal, finance)

National and international industry (CEO, Director, Business / Product Developer)

Internal partnering:

Partner and team-up with UM / MUMC / azM researchers and management, being both strategic partners and clients / customers / users themselves

### 1.5 COMPETENCIES

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- Analytical and strategically thinking but operational and hands on entrepreneurial orientation;
- Decisiveness and independence;
- Building collaborative relations internal and external;
- Customer and business orientation;
- Attention to detail; finisher;
- Flexibility and dedication; committed and loyal;

### 1.6 REQUIREMENTS

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Educations and training:

Bachelor or Master degree and / or level of experience in relevant discipline (finance, legal, business administration, ict, hrm, ...)

Experience:

- At least 5 years of experience in operational management / financial management / project management / administration of academic (life science), clinical or company research projects.
- Exceptional organization skills, coupled with strong attention to detail and accuracy.
- System / process implementation experience: design to implementation and on-going monitoring, evaluation and improvement.
- Excellent communication and reporting skills, able to engage effectively at all levels.
- Persuasive with details and facts; strong problem solving skills.

- Experience of financial aspects of project development and business planning.
- Highly flexible, can work autonomously and as part of a team.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Knowledge of legal, tax and other compliance implications of non-profit status.
- Excellent people manager, interpersonal skills, open to direction and collaborative work style and commitment to get the job done; delegating responsibilities effectively.
- Strong IT / computer skills, with expertise in relevant project management tools.
- Excellent communication skills, both verbal and written, both in Dutch and English
- Excellent networking and negotiation skills.

#### 1.7 RANKING AND SIZE OF FUNCTION

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Salary scale indication: Comparable with University scales 11 – 13.

Position is (in principle) open for 0.6 FTE.

Basis is a one-year contract with options for continuation.