Faculty/Portfolio:Faculty of Agriculture, Life & Environmental Sciences, Dept. of Agricultural Food & Nutritional Science

Unit: Delta Genomics

Position Title: Business Manager

Position Type/Job Family: Trust Administrator

Incumbent Name (if applicable):Click here to enter text.

Date of Completion:Click here to enter a date.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description.

**INCUMBENT (if applicable)**

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*Name Signature Date*

**PRINCIPAL INVESTIGATOR/SUPERVISOR**

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*Name Signature Date*

**CHAIR/DEAN/VICE-PRESIDENT**

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*Name Signature Date*

**POSITION SUMMARY:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

Manages and implements the operational activities of Delta Genomics service business (Delta

Genomics) with the objective of ensuring effective day-to-day management of all company

operational functions.

*Operational Management*

* Implementing programs to ensure attainment of business plan for growth and profit.
* Implementing new processes and management methods to ensure ROI and workflow optimization.
* Assisting in developing strategies and policies aligned with organizational goals.
* Providing mentoring and guidance to subordinates and other employees.
* Implementing corporate policies, procedures, and organizational structure for assigned operations.
* Providing support for all operational matters.
* Assisting in the establishment, and ensuring compliance, of Delta Genomics' short-term and long-term goals with overall corporate objectives.
* Coordinating and conferring with staff to resolve operating problems and difficulties, and establishes department operational procedures with in corporate framework.
* Assisting in selecting and maintaining qualified personnel in various positions and recommending compensation for them.
* Identifying training needs, recommending employee actions and communicating with employees on the progress of plans.
* Performing additional assignments as required by Delta Genomics needs or as directed by the CEO.

*Business/Marketing Management*

Manages Delta Genomics’ sales and marketing functions. Develops and implements sales and marketing strategies as well as monitors and analyzes marketing activities which will include:

* Coordinating and implementing company sales and marketing functions.
* Directing marketing function to identify and develop new customers for Delta Genomics services.
* Working with Livestock Delta Genomics staff to develop and optimize sales and marketing efforts
* Developing strategies and plans to take advantage of marketing opportunities
* Analyzing and evaluating the effectiveness of sales/marketing programs.
* Developing and managing sales and marketing budgets.
* Managing client accounts.
* Participating in the development of new project proposals.
* Supervising the planning and development of company marketing and communications materials.
* Representing the company at various community and/or business meetings to promote the company.
* Promoting positive relations with partners, vendors, and distributors.
* Recommending and administering policies and procedures to enhance sales operations.
* Assisting Delta Genomics with contract management, work orders and renewals.

*Financial Management*

* Assisting in budgeting and planning process for the organization's annual budget.
* Managing Delta Genomics budget in coordination with the CEO.
* Overseeing monthly and quarterly assessments and forecasts of Delta Genomics financial performance against budget, financial and operational goals.
* Overseeing short and long-term financial and managerial reporting.
* Managing day to day processing of accounts receivable and payable, producing reports as requested.
* Reconciling monthly activity, generating year-end reports
* Managing grantor contracts and reimbursement requests.
* Maintaining archival and administrative files.
* Where required administering payroll and employee benefits and organizational insurance.
* Managing/overseeing disbursement of checks for Delta Genomics expenses.
* Managing/overseeing Delta Genomics fiscal documents.

*Laboratory Operations*

Oversees Delta Genomics services, research projects and scientific business activities through

managing and directing laboratory operations and development projects which includes the

following:

* Assisting in the establishment of new laboratories
* Administering the day-to-day technical and scientific operations of Delta Genomics laboratory's services including ensuring that the facility operates within the regulatory confines of both the organization and regulatory requirements.
* Creating and implementing all strategies, policies, procedures and best practices needed to support the optimal performance of the laboratory facility.
* Supervising performance of laboratory services which includes all Quality Control, applicable proficiency testing and staff training.
* Managing and directing all processes supported by Standard Operating Procedures for Training and Education, Competency Evaluation, Proficiency Testing, Performance of Validations, Deviations Reports, Customer Complaints, Equipment Qualifications, and Records Management
* Overseeing daily, monthly and annual reviews of all laboratory work including but not limited to instrument QC and environmental monitoring.

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

Strong planning, organization, and decision-making capabilities with ability to prioritize and manage multiple tasks simultaneously and resolve conflicts and solve problems with minimum supervision.

Effective and flexible in personal interactions at all levels, including with clients.

Innovative, recommends new and different ideas to deal with problems and opportunities.

Excellent written and verbal communication skills

Complex problem solving, data analysis and investigative skills.

Ability to work independently

Ability to rely on experience and judgment to plan and accomplish goals.

Strong oral and written communication skills – use creativity to plan and accomplish a variety of goals and be results-oriented.

Strong administrative, management and personnel recruitment skills.

PhD (in a related scientific area) and a MBA with three to five years management experience and direct experience in a supervisory role within a scientific setting.

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit