

Document Name: Position Description

Originating Department: QFG-BM-HR

Position Title: Scientific Director

Department: Laboratories – Embryology, Andrology

Location: All QFG locations

Reports to

<i>Primary</i>	QFG Managing Director
<i>Secondary</i>	QFG Medical Director, Virtus Group Director of ART

Directly Supervises Laboratory Managers

Essential Qualifications & Skills

- PhD in embryology or reproductive sciences
- Minimum 4 (full-time equivalent) years' clinical embryology experience, including performing all routine ART procedures and preferably embryo biopsy
- Minimum 2 (full-time equivalent) years' experience in a managerial or supervisory role
- Demonstrated skills in leadership and creating a positive workplace culture
- Ability to reflect on performance and practices, and how they may impact the team as a whole
- Ability to monitor laboratory key performance indicators
- Ability to work independently and under pressure
- Strategic perspective and growth mindset
- Record of research, innovation, presentations and publications
- Knowledge of the principles, and experience in the implementation, of Quality Management Systems

Principal Responsibility

- Effective team leadership and supervision of procedures, staffing and quality control of all scientific areas at QFG including:
 - Embryology
 - Andrology
 - Micromanipulation (ICSI and Embryo Biopsy)
 - Cryobiology

Specific Responsibilities

- Manage scientific operations in all QFG facilities, efficiently and professionally, to optimise clinical service delivery and patient outcomes
- Actively represent QFG as a member of 'OneLab', and lead and own the implementation of 'OneLab' protocols and initiatives in line with the Virtus strategy
- Lead and engage staff, to optimise performance and create a positive workplace culture
- Meet or exceed agreed performance targets for scientific operations, both operational and financial
- Recruit, retain and develop adequate staff resources and qualifications, to deliver required services

- Perform, and train and supervise other staff to perform, all relevant laboratory techniques as required
- Liaise, and ensure accreditation of QFG laboratories, with all relevant supervisory bodies
- Maintain the laboratory Quality Management System
- Ensure compliance with Workplace Health & Safety Guidelines in a laboratory setting
- Create a workplace environment and culture that promotes quality, regulatory compliance and safety
- Coordinate and supervise scientific research projects, approved through Virtus' governance framework
- Represent QFG on scientific matters, to external parties including patients, doctors, media, regulatory bodies
- Contribute to the resolution of patient complaints, legal proceedings and insurance claims
- Work effectively with other QFG staff, including:
 - QFG clinic staff
 - QFG day hospital staff
 - Doctors
 - Virtus diagnostic and pathology laboratory staff and phlebotomists
 - QFG Leadership Team
 - Virtus Group Director of ART, Scientific Innovation and Research
 - Other Virtus Scientific Directors and staff engaged in the 'OneLab' framework
 - Other Virtus leadership and staff
- Other activities as reasonably requested