**Job Description**

**HuGeF Research Director**

Location: Turin (Italy), Via Nizza, 52

Salary Range: €80,000 - €120,000 /year plus performance-related bonus

Reporting to: HuGeF Executive Board

Employee Type: Full time for a fixed-term of 3 years (renewable)

Institution: Human Genetics Foundation - HuGeF

Job Type: Research Director

**Brief introduction on Hugef**

HuGeF - Torino (www.hugef-torino.org) is a private nonprofit institution. It was established in November 2007 by the Compagnia di San Paolo, the University of Turin and the Politecnico. The Foundation aims at developing research of excellence and post-graduate training in the field of human genetics, genomics and proteomics; creating synergies with national and international projects and attracting talents along with the strengthening of local competences. The Foundation's laboratories started their activity in 2010.

HuGeF is located in the Molecular Biotechnology Center (MBC) of the University of Turin. HuGeF has its own spaces and shares with the researchers of the MBC both research facilities and part of the equipment, in order to encourage synergies and to share and consolidate their potential.

A list of core facilities is shown in the Appendix.

Staff:
- Research: 56
- Administration: 5

**Position description**

HuGeF is creating a position of Research Director (RD) within its organization to strengthen research and laboratory development. Reporting directly to the Executive Board of the foundation the new Manager will have a key role in defining and supporting the Foundation strategies and the scientists in delivering the research programs of the Foundation. The successful candidate will have demonstrated skills and experience in research development, in laboratory management and in leading changes, and ideally a qualified experience as a scientist (MD or PhD) in a discipline relevant to the objectives of the Foundation. The ideal candidate will have an international experience in managing a public or private advanced research facility, strong skills and excellent ability to interface with project leaders.

**Duties and Responsibilities**

The Research Director will be responsible for the overall management of the Foundation and will interface with HuGeF local partners (Universities, and HuGeF main sponsor, the foundation Compagnia di San Paolo) in order to synchronize actions.

Within this context, the new RD will have two primary functions within the organization:
- defining and promoting research activities and development;
- proposing development plans of the Foundation.

The new RD will also manage the technical and administrative staff of the Foundation. Coordinating current activities will cover 3 large domains:
(a) **new funding opportunities for HuGeF researchers**: in particular the RD will be responsible for:
- identifying new funding opportunities and assisting in approaching funders;
- organizing appropriate procedures and support to increase success of grant proposals;
- setting all the necessary services for efficient grant management.

(b) **managing the technical assets of the foundation**:
- financial and organizational evaluation for the acquisition of new equipment and services (buy new equipment/pay services);
- planning, technical coordination and administrative supervision for the maintenance and usage of scientific equipment;
- definition of access rules (including security, pricing, availability planning) for third parties;
- ensure an effective, on-going safety program in the laboratory;
- development of SOPs (Standard Operational Procedures) for the structure.

(c) **overarching the internal review process of HuGeF personnel (researchers and staff)** according to board indications:
- setting of objectives;
- organization of the review process;
- monitoring of intermediate objectives.

Defining and supporting development plans of the Foundation will be an important part of the RD role. In this sector the RD responsibility will be focused on building feasibility and financial plans for the Foundation as they will be defined by its stakeholders. In particular, the following are currently contemplated:

- Extension of the current technological platforms to integrate new technologies for a broader community of users;
- Setting and development of a large Bio-bank;
- Development of strong links with worldwide industries.

All these developments will be part of a potential evolution of the current Foundation into an Hosting Lab facility, incrementing its research fields and capacities. Successful RD will help defining this evolution by bringing technical skills, vision and a problem-solving approach.

Job descriptions cannot be exhaustive and so the post holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

**Requirements**

**Qualification:**
- Education: Minimum of a MD in Science or Business, PhD preferred.
- Experience: 10 or more years of prior successful management of processes, personnel and management of research facility.

Relevant international experience, also in research funding, required.

Qualified understanding of accounting, finance, marketing, human resource and leadership principles. Ability to effectively manage employees resulting in effective outcomes.

Ability to analyze and interpret common scientific and technical journals, trend reports, research agenda. Relevant linguistic competences.
Appendix
Core facilities:
• Flow Cytometry
• P2 Laboratory
• Radioisotope Laboratory
• Confocal Microscopy
• Bacterial growth service
• Cell Culture service
• Genomics service - High-throughput

Specifically, the genomics service provides to researchers the following high-throughput services:
• Direct sequencing and Next Generation Sequencing (Exome sequencing, target region sequencing, whole genome sequencing, ChIP-Seq, RNA-seq.)
• Genotyping (micro-arrays, real-time PCR, capillary electrophoresis)
• Gene expression (DNA micro-arrays and real time PCR, RNA sequencing, miRNA-seq)
• Detection of mutations by high-resolution melting profile- Epigenetics/epigenome (chip array and NGS).