**ELIXIR Chief Technical Officer (CTO)**

<table>
<thead>
<tr>
<th>Location</th>
<th>ELIXIR Hub, Hinxton</th>
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<tbody>
<tr>
<td>Staff Category and banding</td>
<td>Staff, Coordinator, Grade 8</td>
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<tr>
<td>Reports to</td>
<td>ELIXIR Director</td>
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<td>Supervised by</td>
<td>ELIXIR Director</td>
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<tr>
<td>Direct reports</td>
<td>ELIXIR Hub Technical team</td>
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</tbody>
</table>

**Job purpose**

To lead ELIXIR’s Technical Coordination team and take full responsibility for management and development of team members, long term resource planning, development of strategy for the team, ensuring delivery on key performance indicators, and identifying and applying for grant funding opportunities.

**Duties and Responsibilities**

The main purpose of this role is to ensure the successful implementation and delivery of ELIXIR services through the collaborative development and execution of the ELIXIR technical strategy. ELIXIR is a distributed research infrastructure and **a key responsibility of this role is to foster and support the technical collaboration between the Nodes to ensure coordinated progress towards a sustainable European infrastructure for biological information**, supporting life science research and its translation to societal benefit. The ELIXIR CTO is also expected to take the lead role in development and writing of the technical components of grant applications and proactively, in collaboration with Nodes and other partners, identify new grant opportunities in the technical domain.

ELIXIR’s CTO leads the Hub Technical Coordination team consisting of senior technical experts supported by technical officer roles and is responsible for managing and continuously developing the team and team-members to ensure that ELIXIR effectively coordinates service delivery from our national partners. As part of the ELIXIR Hub management team he/she coordinates scientific and technical input for the development of ELIXIR’s strategy and science policy activities. He/She establishes and maintains effective relationships with key national and European stakeholders such as those involved in ESFRI, and the scientific community to build support for ELIXIR and facilitate its delivery.

The ELIXIR CTO is also responsible for establishing and maintaining our scientific and technical governance processes include data security, ELSI compliance, and service performance.

Specifically, the ELIXIR CTO takes responsibility for:
**Technical team management & development**

- Manages the ELIXIR Hub Technical Coordination team; supervises and coaches team-members to ensure a high performing, continuously developing team;

- Is responsible for recruitment, training, retention, and organization of technical Hub staff in accordance with the ELIXIR hiring process, personnel policies, and budget requirements.

- Ensures knowledge-sharing, mentoring, and training for ELIXIR staff and stakeholders with regard to the technical/scientific capabilities, vision, opportunities, and challenges.

- Takes responsibility for the internal technical operating and capital budget at the ELIXIR Hub and proactively work with ELIXIR Director to ensure that financial targets are met with appropriate risk management.

- Establishes standards of performance and monitor conformance for ELIXIR Hub technical staff (through performance review) and vendors (through setting criteria for service delivery and monitoring the service providers).

**Technical strategy & planning**

- Ensures a timely and coordinated delivery of the scientific/technical input from ELIXIR’s platforms into annual and long-term planning.

- In partnership with the ELIXIR Director, Head-of-Nodes and Node technical coordinators, identifies opportunities and risks for delivering ELIXIR services including identification of opportunities for innovation, and assessment of obstacles and technical hurdles to the ELIXIR success.

- As appropriate advises the Director and Heads-of-Nodes in establishing governance processes of direction and control to ensure that objectives are achieved, risks are managed appropriately and the organisation’s resources are used responsibly.

- Develops and leads Work Packages in externally (e.g. EU) funded grants within the remit of the technical team;

- Communicates the ELIXIR technology strategy to partners, users, and stakeholders with the ELIXIR secretariat.

- Identifies technology and scientific trends and that may support or impede the success of ELIXIR.

**Implementation & Deployment**

- Ensures timetables are set for the evaluation, development, and deployment of services.

- Ensures a tender and governance process that meets government, partner, and company expectations for evaluation, development, and deployment of services within ELIXIR.

- Leads ELIXIR Technical Coordinator Group to stay aware of technical as well as operational developments at each of the nodes, to keep current best practices up to date and support nodes in their implementation, to support the identification and implementation of new technologies and standards.

- Advises the Director and Heads-of-Nodes in establishing technical and scientific governance processes of direction and control to ensure effective peer-review, excellence driven selection processes and that objectives are achieved, risks are managed appropriately and the
organization’s resources are used responsibly. Ensures effective and coordinated technical project management for ELIXIR's Commissioned Services and Platforms by the Hub technical team.

- Ensures the establishment of effective collaboration tools for ELIXIR such as a wiki, blog, chatroom, project management together with ELIXIR’s technical leads

**Operational Management**

- Ensures that ELIXIRs internal technological processes and customer-facing services comply with community expectations and applicable laws and regulations for privacy, security, and social responsibility.

- Ensures the development and execution of an ELIXIR information security plan that protects the confidentiality, integrity, and availability of data and servers.

- Establishes a governance process that meets government, partner, and company expectations for customer information privacy within ELIXIR.

- In partnership with the ELIXIR Director, Head-of-Nodes and Platform and Node technical coordinators, identify opportunities and risks for delivering ELIXIR services including identification of opportunities for innovation, and assessment of obstacles and technical hurdles to the ELIXIR success.

- Contributes to standardization of technologies, and evolution of best practices by collaborating with peers outside the organisation, releasing code, presenting at conferences, and writing for publication (online or offline).

- Maintains up-to-date knowledge of technology standards, industry trends, emerging technologies, and software development best practices.

**Competencies**

**Minimum Qualifications**

- University degree in the field of life-science, computer science, or another rigorous discipline with solid experience of bioinformatics / medical informatics research and service delivery. An advanced degree in one these fields is a plus.

- 5+ years experience in a life-science informatics research or service delivery environment. Robust understanding and experience from data-intensive computing, network technologies, database management systems, web standards or data integration techniques including semantic data integration is an asset.

- People management experience with demonstrated ability to lead and develop high-performing teams to deliver against agreed outcomes, develop clarity and manage multiple stakeholder needs; demonstrated ability to predict and project technical developments and needs.

- Knowledge and practical experience of business process development, governance processes, management, budgeting, and administrative operations. Demonstrated understanding of information security vulnerabilities and risk management.

- A high level of literacy is required with documented ability to effectively communicate with excellent verbal and written English. Proven ability of drafting policy responses. Working knowledge to a professional level of additional European languages is a strong asset for the role.
Professional Abilities

− The role operates in a matrix-managed, project-driven organisation. This requires the role-holder to lead, and be led, within multiple, outcome-driven temporary operational teams in addition to the formal line organisation.

− Able to professionally represent ELIXIR at public events, conferences and scientific meetings with attention to personal conduct and professional appearance.

− This is a busy role with frequently changing priorities and extensive external contacts so it is important that the role-holder an energetic self-starter who is able to function comfortably in a team environment and relates well to co-workers and the public.

− Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure.

− Set objectives and plan work based on agreed outcomes; Meet deadlines and assess priorities to handle a heavy workload for him/herself and the team

− Documented analytical and problem-solving abilities with a service oriented and outcome focused approach.

− Willingness to occasionally work irregular/extra hours, evenings, weekends, and travel domestically and internationally as necessary.

Working conditions and requirements

Professional competency requirements

ELIXIR collaborates with other European research infrastructures to develop a professional Competency profile framework for research infrastructure managers and operators. The framework is currently in draft for consultation across European RI\(^1\) and it is expected that the role-holder will:

− Conduct the role professionally and with a high level of integrity demonstrating the RI Manager competency profile

− Actively support the implementation of the RI Manager competency profile and the incorporation of competency based objectives into annual planning.

Confidentiality:

Employees must follow and adhere to all ELIXIR and EMBL confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or projects.

Job Performance Evaluation:

The role-holder will be evaluated at least annually, but more often if performance warrants it.

Scope and revision of Role description:

These are the normal duties that ELIXIR requires from you in this role. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position. However, it may be necessary for changes to be made to this job description in accordance with the needs of the job and the organisation. Existing duties may be changed and new duties may be added. Changes to the role will be consulted as required.

\(^1\) [https://docs.google.com/document/d/1j7cmC8hDWbAe8AiNNU/YCv3fqjiL-KA-trfBf6Wvi3UL/edit](https://docs.google.com/document/d/1j7cmC8hDWbAe8AiNNU/YCv3fqjiL-KA-trfBf6Wvi3UL/edit)