



JOB DESCRIPTION

POSITION	— Director/Sr. Director Of Information Technology (IT)	DATE	— 1/4/2017
REPORTS TO	— CEO	FLSA	— Non-exempt
DEPARTMENT	— Information Technology	JOB TYPE	— Full time

POSITION SUMMARY

F1 Oncology is a rapidly growing biotechnology start-up focused on developing biologics to cure cancers using proprietary, cutting edge technologies. The company is well-funded and currently has operations in West Palm Beach, San Diego, Grand Cayman, and Shanghai.

The company is seeking a seasoned professional with a breadth and depth of IT experience to lead global IT activities from the company's headquarters in West Palm Beach, Florida. The individual in this new role will be responsible for designing, planning, coordinating, directing, and supporting all activities associated with information technology solutions. Specific responsibilities include big data infrastructure development and administration (networks, servers, cloud solutions, connectivity, etc.), cloud indexing, information security, equipment set-up and maintenance, desktop support, database & website development, and vendor management.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

These include, but are not limited to:

- Working closely with the CEO and other senior management, this individual will be responsible for establishing, communicating, and achieving technical objectives, initiatives and overall IT strategy
- Lead the selection and implementation of innovative yet robust IT systems that can support the lifecycle of biotechnology from discovery through commercialization, including global big data driven discovery, 21 CFR compliant electronic batch record implementation and clinical databases
- Design, implement, & administer network, storage, and back-up systems
- Manage cloud-based applications including Office 365, Sharepoint Online, and the deployment of custom solutions with Amazon Web Services

- Develop technology solutions supporting file system, intranet, application, email, database, AWS / cloud, and document search
- Ensure network security and data protection including malware monitoring and removal, and periodic testing of disaster recovery strategy
- Evaluate, implement, and validate corporate electronic document, serious adverse event reporting, Laboratory Information Management / electronic lab notebook, and quality management systems
- Monitor local and remote IT systems; prepare regular reports on key metrics related to server and systems monitoring, backups, and utilization, trends, successes and challenges
- Purchase, install, configure, update and troubleshoot IT and AV equipment and software
- Train and support end-users as needed, including technical support for MacOS, Windows, Linux and their dependencies
- Leadership and management of the IT team including resource management, hiring, mentorship, and performance management
- Manage vendor relationships to optimize technology footprint and associated support at a minimum cost
- Train all employees regarding the company's IT policies and procedures for maintaining the privacy and confidentiality of information and protecting the assets of the organization.
- Hire & manage full time IT staff, consultants, and vendors

EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- BS/BA/MS degree in Computer Science or Information Technology, or deep relevant equivalent experience
- 6+ years hands-on experience managing networks and data centers, information systems, including 2+ years leadership of IT teams
- 2+ years experience in 21 CFR-regulated healthcare environment or biotechnology company
- Understanding and experience implementing IT systems for high throughput data analysis
- Experience with evaluating, implementing and managing scientific data management platforms, Laboratory Information Management System (LIMS), document control/electronic lab notebook software, on-site storage solutions and IT vendor services
- Hands on experience with cloud interfacing servers, network hardware, global MPLS data transfer, network security & troubleshooting
- Demonstrated knowledge of cloud-based IT solutions, including AWS S3 and EC2, Office 365 and Sharepoint Online
- Indexing / search of document content on internal and cloud-based servers
- Knowledge of database programming and scripting languages
- Expertise with MacOS, Windows and Linux operating systems including bash scripting
- Prior experience in successfully implementing, utilizing and leveraging outsourcing strategies

ADDITIONAL FUNCTIONS AND RESPONSIBILITIES:

- Database development and management
- Website implementation and maintenance

- Assist in the negotiation and management of IT-related contracts
- Other duties as assigned

INTERNAL AND EXTERNAL RELATIONSHIPS

- Interfacing with research, development, finance, informatics, legal and corporate stakeholders
- External interactions with vendors, auditors, corporate partners and CROs

EFFORT REQUIRED/ENVIRONMENTAL CONDITIONS

- Physical Activities — On a continuous basis, sit at desk for a long period of time; intermittently answer telephone and write or use a keyboard to communicate through written means. Some walking and lifting up to 30 lbs. may be required. The noise level in the work environment is usually low to moderate. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and responsibilities.
- Laboratory Activities, if Applicable — Biology and chemical laboratory environments experience needed. Environmental health and safety requirements also apply.

TRAVEL

Travel may be required up to 10% of your time

PERSONAL CHARACTERISTICS

As the Company is poised to move to its next level, it is imperative that he or she be first and foremost a team player. The successful individual will also possess many critical personal characteristics, including:

Excellent Communication Skills, both Written and Oral — The successful individual's communication style should be diplomatic and direct, but not confrontational. He or she must be able to articulate clear, tangible objectives for the organization and can deliver an honest assessment of the level of achievement of those goals. He or she must work well in a collaborative team environment.

Accountability — The successful candidate must be able to quickly energize the organization and to focus it throughout its future growth stages. He or she should be a self-motivated, results oriented team player who leads by example, holds him or herself accountable for performance, takes absolute ownership, and champions all aspects of the programs.

Indomitable Work and Teamwork Ethic — The successful candidate will reject setbacks and will enthusiastically persevere until ambitious goals are achieved, both personally and from a team perspective. He or she will be resourceful and innovative at tackling multiple challenges.

Entrepreneurship, Sense of Urgency — The successful candidate will possess a high energy level, which allows him or her to react to situations quickly and decisively, possessing self-confidence to be assertive when taking a position, not being afraid to make decisions.

Integrity and Presence — The successful candidate will understand the importance of maintaining a high level of integrity. As such, he or she must project the appropriate professional image of the Company.

Benefits offered include: Health, dental, vision, life, paid vacation and sick leave.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, marital status, disability status, protected veteran status, or any other protected class.

To apply or obtain additional information, contact

hr@f1oncology.com