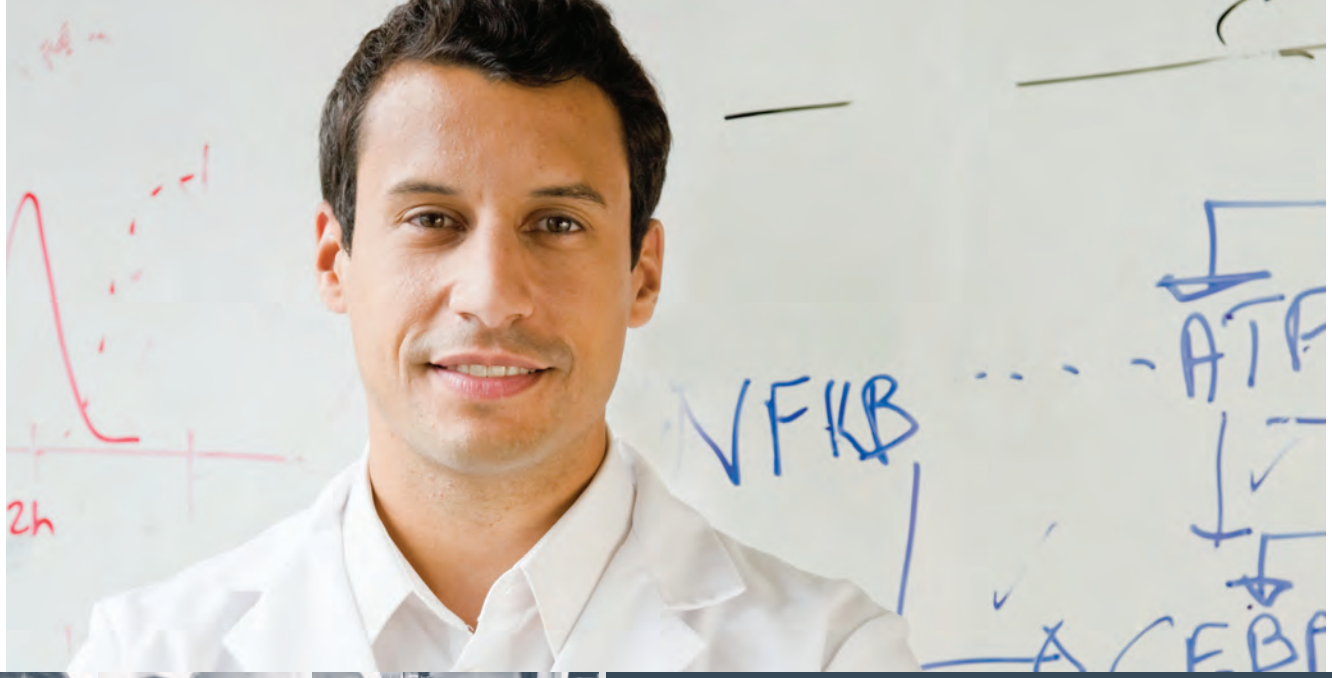

Chief Executive Officer

Bio-economy Skills Profile Summary

Chief Executive Officers (CEOs) in biotechnology companies provide leadership, develop networks of contacts and effective management teams, articulate and champion a vision for the company, and pursue the vision cooperatively with the company Board of Directors and staff. CEOs develop and implement strategic objectives that support the company's mission and in consideration of serving their stakeholders. CEOs define strategic priorities and seek to align key performance indicators to the strategic priorities of the company. They use their scientific, business and regulatory knowledge to plan, organize, oversee, and assess company operations in relation to the strategic objectives.

Learn more about the role of CEO by downloading the full skills profile for free at www.biotalent.ca/profiles.

BioTalent™ Canada

Building skills for Canada's bio-economy

Chief Executive Officer

BioTalent Canada's Bio-economy Skills Profiles

Biotechnology's fusion of science and business creates unique requirements for jobs in the sector. Candidates often need skills suited both to the lab and the boardroom. As a result, occupational descriptions from other sources or sectors don't always fit the bio-economy exactly. That's why, in partnership with industry stakeholders, BioTalent Canada has developed skills profiles specific to the bio-economy—a project that will continue with the ongoing addition of other functions over time.

Each profile includes a definition of the occupation, a list of competencies and associated tasks, a summary situational analysis, language benchmarks, and essential skills.

Who can use these profiles?

Easy to use and interpret, our *Bio-economy Skills Profiles* were created to meet the needs of a wide range of audiences. Here's how you might use them if you're an:

Employer: Develop job descriptions, performance evaluation criteria, professional development programs, succession plans, team building initiatives and recruitment plans.

Job seeker: Identify your professional development needs, tailor your resume for a specific position, prepare for interviews and interpret job descriptions.

Educator: Build industry-oriented curricula to help produce job-ready graduates.

Student: Grow your understanding of employers' expectations and choose the right educational programs to equip yourself with the skills for success.

Validated by industry

BioTalent Canada created its *Bio-economy Skills Profiles* in consultation with industry to accurately capture the needs of biotechnology companies and produce truly practical, relevant resources. These profiles summarize the high-level skills required for each occupational profile and itemize in detail the common tasks associated with each function. Because the profiles are comprehensive, not every skill may be required for a single position: instead, the profiles present the full sets of skills that could be expected of a person in a given role within companies at various stages of development.

Information you can trust

BioTalent Canada is the country's source for reliable, objective and accurate information on skills development and human resources in the bio-economy. Our aim as Canada's biotechnology sector council is to deliver the human resources tools, information and skills development resources industry needs to ensure an adequate supply of job-ready people.

Understanding the bio-economy

Canada's bio-economy is engaged in the research, development, commercialization and manufacturing of biotechnology products. The bio-economy is constantly expanding as new technologies and techniques are applied to an ever-broader range of industries and sectors including:

- Agriculture
- Aquaculture
- Bioenergy
- Bioinformatics
- Bioproducts
- Biosciences
- Environment
- Food Processing
- Forestry
- Genomics
- Human Health
- Industrial
- Life Sciences
- Medical Devices
- Nanotechnology
- Natural Resources
- Nutraceuticals
- Pharmaceuticals

Get started today

Even before you download the full Chief Executive Officer Skills Profile, get a sense of the information it contains and how you might use it in your work. Attached here is a quick-reference checklist that summarizes the core skills required for the position and the common tasks associated.

Go to www.biotalent.ca/profiles and download the complete skills profile.

Canada This project is funded by the Government of Canada's Sector Council Program.

Bio-economy Competency Profile Checklist

In relation to their strong biotechnology foundational knowledge and skills, Chief Executive Officers of bio-economy companies typically possess university degrees (B.Sc., M.Sc., or PhD) within the scientific or medical fields—often supplemented by education and professional development related to business, administration and commerce (e.g., an MBA).

A Chief Executive Officer must be able to:

A. Lead and mentor

- ☐ 1. Articulate and promote vision
- ☐ 2. Seek and take the lead
- ☐ 3. Demonstrate commitment
- ☐ 4. Take responsibility
- ☐ 5. Establish organizational values
- ☐ 6. Think critically and act objectively
- ☐ 7. Set and maintain standards
- ☐ 8. Set priorities
- ☐ 9. Establish a sense of urgency and act accordingly
- ☐ 10. Create a positive corporate culture
- ☐ 11. Mentor others
- ☐ 12. Solve problems
- ☐ 13. Make decisions
- ☐ 14. Adhere to principles of confidentiality
- ☐ 15. Promote and manage change
- ☐ 16. Promote trust and honesty
- ☐ 17. Demonstrate ambition, as required
- ☐ 18. Display interpersonal skills
- ☐ 19. Seek help when needed

B. Develop personal competencies

- ☐ 1. Commit to professional, personal and team development
- ☐ 2. Assess personal performance
- ☐ 3. Live corporate culture
- ☐ 4. Demonstrate persistence
- ☐ 5. Manage multiple tasks
- ☐ 6. Demonstrate creativity, passion and innovative approach
- ☐ 7. Seek mentors and advisors
- ☐ 8. Keep physically and mentally healthy
- ☐ 9. Travel nationally and internationally for business
- ☐ 10. Keep abreast of current industry and public affairs
- ☐ 11. Exhibit sensitivity to cultural and social diversity

C. Advocate and communicate

- ☐ 1. Develop support from board and senior staff
- ☐ 2. Articulate corporate vision and mission
- ☐ 3. Advocate on behalf of corporate interests
- ☐ 4. Communicate effectively
- ☐ 5. Represent corporation to media
- ☐ 6. Relate to public concerns
- ☐ 7. Interact with politicians and bureaucrats
- ☐ 8. Champion on behalf of customer
- ☐ 9. Negotiate
- ☐ 10. Network
- ☐ 11. Take leadership role in the community, as required

D. Develop and promote the corporation

- ☐ 1. Set corporate goals
- ☐ 2. Deliver on commitments
- ☐ 3. Explain products and services offered, as required
- ☐ 4. Develop and support marketing plans
- ☐ 5. Develop and encourage a culture of creativity and innovation
- ☐ 6. Create and manage business relationships

E. Manage

- ☐ 1. Apply accepted management principles and techniques
- ☐ 2. Enact and support corporate governance
- ☐ 3. Comply with all applicable regulations and legislations
- ☐ 4. Perform financial forecasting
- ☐ 5. Plan and implement strategically
- ☐ 6. Establish and manage timelines
- ☐ 7. Delegate
- ☐ 8. Facilitate quality management and process improvement
- ☐ 9. Manage risk
- ☐ 10. Ask insightful questions
- ☐ 11. Celebrate successes

F. Oversee financial performance

- ☐ 1. Demonstrate financial acumen
- ☐ 2. Develop and present strategic plan for long-term financial goals
- ☐ 3. Develop budgets
- ☐ 4. Raise capital
- ☐ 5. Demonstrate accountability to investors
- ☐ 6. Establish appropriate financial systems
- ☐ 7. Manage financial resources, as required
- ☐ 8. Focus on sustainability
- ☐ 9. Articulate financial performance, as required
- ☐ 10. Interpret financial statistical data, as required
- ☐ 11. Apply macroeconomic principles
- ☐ 12. Invest and monitor investments, as required

G. Administer human resources

- ☐ 1. Define skill sets for corporate performance
- ☐ 2. Recruit, develop and retain staff
- ☐ 3. Comply with workforce and employment standards
- ☐ 4. Organize human resources
- ☐ 5. Decide on compensation/benefits
- ☐ 6. Reward good performance
- ☐ 7. Manage staff terminations

H. Advance bioscience activity

- ☐ 1. Be intimately involved with progress in product development to ensure advancement in reaching research and development milestones
- ☐ 2. Identify technology opportunities, expected outcomes and deal values
- ☐ 3. Communicate advancement of scientific milestones to key stakeholders
- ☐ 4. Identify, obtain, protect and enhance intellectual property
- ☐ 5. Comply with industry standards