

## **CHOICE SPINE, LP JOB DESCRIPTION**

**Job Title:** Director of Product Development  
**Department:** Engineering  
**Location:** Knoxville, TN  
**Reports To:** Executive VP of Strategy and Technology

### **SUMMARY**

As a member of the Strategy and Operations team, the *Director of Product Development* plans, organizes and directs the activities of Research & Development for Choice Spine implant and instrumentation systems. He/she will be responsible for directing R&D group in order to meet corporate goals and will participate in establishing company policies and hold responsibility for the overall surveillance and operational success of R&D Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The Director of Product Development* will have responsibility for the following:

- Managing and motivating R&D Department.
- Assuring all functions within the Department are properly staffed and coordinated and personnel within each function are adequately qualified, trained and supervised to perform duties effectively.
- Guiding engineering staff in order to ensure projects are completed within necessary timeframes.
- Define the product requirements for new projects.
- Coordinate with the Marketing Department in identifying new market needs and planning the product maps.
- Provide leadership, vision, and innovative ideas for the development of new products and services consistent with the strategic business plan.
- Have a thorough understanding of competitive products and their advantages and drawbacks.
- Oversee guidelines, development tools and creative technical approaches to solving complex problems in analysis, design, development, and implementation.
- Ensuring R&D Department is meeting compliance requirements of all environmental and work safety regulations as well as national and international guidance documents and standards.
- Developing short- and long-term plans and programs, together with supporting budget requests and financial estimates.
- Providing support and leadership for individual projects to ensure progress with respect to budgetary guidelines and business plan objectives.
- Partnering with Operations in the transfer of the projects to Manufacturing.
- Ensuring continuous improvement activity within the company.
- Contributing to decisions on company policies and planning as a member of the Strategy and Operations Team
- Leading monthly presentations on R&D performance to the Leadership Team.

- Preparing, reviewing and assisting with special projects as assigned by the President

## **QUALIFICATIONS**

- The successful candidate must have at least 2 years of management experience. Proven performance track record.
- He/she must also possess at least 5 years of product development experience in the spine, orthopaedic, trauma or related industries.
- Must be knowledgeable in FDA requirements, quality systems guidelines and patent filing and research.
- Must be prepared to travel and work overtime including nights and weekends as necessary.
- This position requires attending spine related meetings including surgeon visits, viewing surgical procedures, and building and maintaining relationships with the sales force and customers.
- This position requires attending surgical procedures and cadaver labs. Must be aware of and follow proper procedures according to quality system requirements for the handling of instruments that may have been contaminated by blood or other bodily fluids.
- Strong leadership development skills and training to include motivation, compensation, organization and staffing, performance planning and feedback, creating high performance teams and creating winning cultures.
- Strong team-building and leadership skills – up, down, and across the organization.
- Ability to coach both peers and subordinates effectively. Ability to make effective and persuasive presentations both internally and externally.
- Proven capability for innovation and creativity.
- Proven technical leadership capability, including ability to identify and solve technical problems.
- Candidate is Responsive, Trustworthy and a Team player. Conducts one self with a Positive Attitude while holding themselves Accountable to what he/she says she will complete.

## **EDUCATION and/or EXPERIENCE**

A Bachelor's Degree in Engineering, Business or related field is required; a Graduate Degree would be a plus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Working environment is typical of an office environment.