

OPERATIONS MANAGER

THE COMPANY

Sitryx Therapeutics Limited is an immunometabolism company focused on applying breaking science relating to the manipulation of metabolism and metabolic reprogramming to develop disease modifying therapeutics targeting:

- Immuno-inflammation: switching immune cell activity from a pathogenic to a homeostatic state to treat inflammatory and autoimmune disorders
- Immuno-oncology: limiting the growth of cancer cells by enhancing anti-cancer immune responses and/or recruiting tumour metabolic activity

Sitryx recently signed an exclusive 5-year global licensing and research collaboration with Eli Lilly and Company to develop disease-modifying therapeutics in immuno-inflammation. Sitryx received an upfront payment of \$50 million in return for an exclusive, worldwide license to develop and commercialize up to four novel immunometabolism targeted therapeutics, including Sitryx's two lead projects.

THE ROLE

We are seeking an Operations Manager to support our growing company and to contribute to the development of ground-breaking disease-modifying therapies in the field of immunometabolism and the success of the company. The successful candidate will report to the Operations Director and will contribute across multiple areas of the organisation, with a focus on facilities, HS&E and processes. Key responsibilities will include facilities planning and management, and project management in Health and Safety. The successful candidate will also provide key support in other areas including contract database management and IT.

MAIN RESPONSIBILITIES

FACILITIES

- Responsible for managing facilities for the growing organisation, working together with our Operations Director and Office Manager.
- Helping to assess, plan and put in place new solutions as needed.
- A key point of contact between Sitryx and Science Park management; liaising with external contractors.
- Accountable for laboratory and office equipment trackers and ensuring that renewals, servicing and other critical actions are completed in a timely manner; storage of all relevant documentation.
- Accountable for the tracking and progressing of Facilities actions; ensuring follow-up on key items to support.

HEALTH, SAFETY AND ENVIRONMENT (HS&E)

- Helping to drive the development and communication of HS&E policies and processes together with the Chief Scientific Officer (CSO) and Operations Director.
- Accountable for the tracking and following up on actions from laboratory and office H&S audits.
- Accountable for ensuring that external visitors work safely on our premises through the coordination and oversight of HS&E procedures for contractors.
- Supporting the science team on the development and maintenance of key operational licenses and policies.

OTHER

- Together with our Operations Director and external consultants, helping to conduct regular IT reviews and GDPR compliance audits and responsible for tracking and progressing actions. Supporting the development and maintenance of our companywide contracts database. Supporting open communication throughout the organisation and external communication.

QUALIFICATIONS & TECHNICAL EXPERIENCE

ESSENTIAL

- Demonstrable experience and strong track record in an operational role including the planning and establishment of new life science laboratory facilities
- Excellent project management skills
- Understanding of the drug development industry
- Experience in supporting a safety-aware culture and helping to drive HS&E in a life science environment

HIGHLY DESIRED

- Undergraduate degree in Science
- H&S qualification
- Highly IT-literate with experience in cloud-based solutions e.g. SharePoint, videoconferencing packages

BEHAVIOURS

PERSONAL:

- Emotionally intelligent with strong interpersonal and influencing skills.
- Takes initiative and responsibility for actions.
- A champion of good governance with an ethical and integrity-driven approach and objectivity.
- Passionate about continuous improvement.

TEAM FOCUS:

- Collaborative with superior communication skills, including active listening.
- Builds strong and effective relationships with internal and external teams.

**DELIVERY:**

- Excellent organisational skills and outstanding attention to detail.
- Innovative, proactive and creative problem solver.
- Demonstrates commitment to goals and a sense of urgency in fulfilling ambitious objectives.

FLEXIBILITY:

- Displays genuine respect for alternate views.
- Adapts personal style to context.
- Forward thinking and able to adjust plans/ priorities accordingly.

The ideal candidate can demonstrate a track record of achievement, is ambitious, is very enthusiastic about working in operations to support a growing life science business with opportunities to contribute across multiple workstreams and thrives in a fast-paced collegial environment.

IN RETURN WE OFFER

- Competitive salary package incl. pension and 25 days Annual Leave plus Bank Holidays.
- Opportunity to work with a fun, dynamic and rapidly growing team.

We consider all applications on merit and have a strong commitment to enhancing the diversity of our staff. To apply, please send us your cover letter and CV through the portal on our website, by selecting "Apply for this role" at www.sitryx.com/careers/. Applicants should be able to demonstrate their right to work in the UK.