



154B Brook Drive
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Job Title: Facilities Manager

PsiOxus Therapeutics Ltd is an Oxford based biotechnology company developing novel cancer therapeutics with a particular current focus upon immunotherapeutic approaches. The company has a strong portfolio built upon a proprietary oncolytic virus technology platform. We currently have products in Phase I clinical development and an innovative pipeline of research stage and clinical candidates.

Reporting directly to the Chief Operations Officer this is an exciting, newly created opportunity, for an experienced Facilities Manager to create and maintain the most optimal working environment for all staff at PsiOxus. The role will require the management of many diverse services and their processes to support the core business needs as an immuno-oncology biotechnology company; and to ensure the premises and all staff comply and adhere to the appropriate regulations (including but not limited to H&S) during day-to-day operational requirements. The Facilities Manager will use best practice to manage and improve the efficiency of central services, by reducing operating costs whilst increasing productivity.

Key areas of responsibility will include, but are not limited to:

Day-to-day facilities management

- Be the first point of contact on facilities issues for all premises users;
- Take a pro-active, hands-on approach in resolving maintenance problems and minor works (putting up shelves etc.);
- Managing essential central services (and the contractors where appropriate) such as security, maintenance, cleaning, waste disposal and recycling;
- Maintain a list of Fire Wardens and First Aiders and ensure necessary training is provided;
- Have clear understanding of fire safety and accident management procedures and be able to implement as necessary;
- Manage and control the building asset register including arranging and implementing a preventative maintenance program with contractors for these assets;
- Overseeing refurbishments and renovations, including issuing Permits to Work (where necessary) whilst ensuring productivity is maintained;
- Authorise and process security access requests and ensure the system is properly configured and maintained;
- Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences (this may be out of normal working hours).

Legislation and Regulatory Compliance

- Ensure that all works carried out on or related to the premises complies with appropriate regulations and approved codes of practice;
- Manage all aspects of H&S and compliance across the premises, including laboratory operations;
- Ensuring the premises meet health, safety and fire requirements and that facilities comply with the appropriate legislation.

Business Processes

- Develop internal processes/procedures for the management, audit and maintenance of central services and assets;

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- Management of suppliers and supplier agreements/contracts for services;
- Managing budgets and keeping expenditure records;
- Planning for future development in line with strategic business objectives;
- Strive to improve efficiencies in service delivery and arrange training, where required;
- Assist with the implementation, administration and updating of Business Continuity Plan;
- Attend meetings to discuss building related issues and make suggestions for the improvement of facilities services and operations.
- Ensure the building security arrangements are regularly reviewed in collaboration with the COO.
- Other key activities as required to support the PsiOxus team.

We are looking for an enthusiastic and highly motivated Facilities Manager experienced in the management of laboratories, and with extensive experience of premises management dealing with sub-contractors and supply chain. Experience in managing contracts, including contract tenders and the ability to identify and introduce change through a structured approach is required, together with an awareness of business continuity and incident management, and a good knowledge of Health & Safety and fire and building regulations. NEBOSH or other Health and Safety qualification is desirable. It is essential that the Facilities Manager has a full and valid driving licence and is IT literate in MS Office. Some understanding of GxP including GMP would be advantageous.

In order to be considered for this role applicants must have the ability to understand complex premises issues, be able to use initiative, judgement and take decisions; and the ability to act calmly and give clear instructions in an emergency. Sound interpersonal skills and the ability to communicate at all levels is essential, together with a flexible attitude, with a willingness to roll up sleeves and do whatever needs doing no matter how small (including small day-to-day repairs). We are looking for a confident, self-starter able to work independently and as part of a team with excellent prioritisation skills and ability to work under pressure to deadlines. Qualifications in Health and Safety Management and membership of an appropriate professional body (IOSH, BIFM etc) are desirable.

In return we offer an attractive remuneration package including salary, pension, private healthcare and other benefits. To apply please send your CV along with a covering letter, briefly outlining why you believe you are the right candidate and details of your current salary, to: Julie Naish, HR Manager (julie.naish@psioxus.com) adding 'Facilities Manager application' to the subject line of your email.

The closing date for applications is Friday 27 January 2017, however applications will be evaluated in the order that they are received. You are therefore encouraged to apply as soon as possible.

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