



Project Coordinator– Advert

Location: London/Stevenage – Hybrid

Job Type: Permanent

A bit about the role:

This role reports to the Principal Project Manager and supports the effective management, operational implementation, and successful completion of scientific or technical projects within LifeArc. They will assist Project Managers in the management of projects or programmes of work and may be required to directly manage smaller projects in liaison with Project Leads.

The role requires sound administrative experience, excellent planning, organising and interpersonal skills, together with a keen interest in the field of therapeutic research or technology implementation. In this role, you will be part of a dynamic multidisciplinary team located in one of LifeArc's sites (Stevenage, or London). You will support both Project Managers and Project Leads to ensure all aspects of our projects run smoothly and efficiently

Responsibilities:

- Supports Project Managers and Project Sponsors/Leads in liaising with project team representatives to capture key project information to inform project planning, initiation, and execution
- Responsible for document management, maintaining system architecture in collaboration sites (e.g. SharePoint and Teams) and applying consistent document naming conventions, ensuring easy navigation, version control and effective archiving
- Liaises with Project Sponsors/Leads to draft meeting agendas that are realistic and circulated in advance to inform attendance. Circulates meeting pre-reads in advance to ensure participants come prepared and meetings are productive
- Captures concise and accurate meeting minutes, actions, and decisions in a timely manner
- Responsible for the collation, compilation and improved formatting of slides and papers for governance forums
- Supports Project Managers and Project Sponsors/Leads to ensure project information is entered into systems and databases, and all data is accurate and updated in a timely manner in accordance with guidance and agreed frequency for KPI tracking
- Ensures own work is compliant with all relevant internal policies and external regulations

A bit about you:

- Bachelor's degree preferred
- Demonstrable experience of supporting or working in project environments
- Formal qualification in project management desirable
- Prior Biopharma experience desirable (1-2 years)
- Strong administration and project coordination skills
- Excellent communication skills, written and verbal
- Excellent interpersonal skills, ability to influence without authority in a matrix environment

About us:



At LifeArc, our ambition is to make life science life changing. We do this by advancing scientific discoveries beyond the lab, faster, so that they can shape the next generation of diagnostics, treatments, and cures.

Working at the cutting edge of translational science and as the early-stage translation specialists, we progress scientific discoveries on their journey to becoming a medicine, diagnostic or intervention that can improve patients' lives. Our work begins by seeking out innovative science, then helping to develop this to a point where there is a clinical and commercial pathway for others to invest the time and money to take it further forward.

What we can offer you:

Salary will be determined by qualifications and experience along with other exceptional benefits. Because we understand everyone has different requirements, our flexible benefits allow you to choose those which are important to you. Our pension scheme offers employer contributions of up to 12%, private health insurance, and annual leave of 31 days PLUS bank holidays.

Join us, and you'll have the scope to be creative and take measured risks. You'll be rewarded for your curiosity, for working as one team, and for learning fast. And you'll have everything you need to be your best every day.

We all have potential. At LifeArc, you'll discover what you can really do with it.

Apply now - and start translating your potential! To apply please email your CV to: adam.rudman@lifearc.org

Closing Date: 15th July 2022

Please note we are actively recruiting, and the closing date may be brought forward if we find the right person for this role.

LifeArc is committed to the principles and practices of equal opportunities and to encouraging the establishment of a diverse workforce. It is our policy to employ individuals on the basis of their suitability for the work to be performed and their potential for development, regardless of age, sex, race, colour, nationality, ethnic or national origin, disability, marital status, pregnancy or maternity, sexual orientation, gender reassignment, religion, or belief. This includes creating a culture that fully reflects our commitment to equal opportunities for all.