



## Job Description

<b>Title:</b>	Senior Site Director, Operations
<b>Location:</b>	Oxford BioTherapeutics, Inc. - San Jose, California
<b>Employment Type:</b>	Full-Time
<b>Minimum Experience:</b>	Senior Executive
<b>Compensation:</b>	\$200k/yr - \$240k/yr

### **About Oxford BioTherapeutics:**

Oxford BioTherapeutics Ltd. (OBT) is a leading antibody drug conjugate (ADC) clinical-stage oncology company specializing in the identification, validation and development of first-in-class antibody-based therapeutics. OBT identifies novel, cancer-specific, antibody-targetable proteins through its OGAP<sup>®</sup>, quantitative membrane protein target discovery platform. You will play an integral role in the pre-clinical development of novel oncology and immuno-oncology therapeutics.

Our OGAP<sup>®</sup> platform is one of the world's largest, cancer-specific, membrane protein libraries, directly measuring plasma membrane protein expression in both, cancer patient and normal biopsy tissues. Leveraging OGAP<sup>®</sup>, OBT is focussing on developing first-in-class therapies (ADC, IO) with partnerships including, Boehringer Ingelheim (TCE), ImmunoGen (ADC) and Genmab (IO). Our lead asset, OBT076, is an Antibody Drug Conjugate (ADC) in Phase 1b clinical development. Our clinical and pre-clinical pipeline of novel biologics is balanced between internal programs and externally partnered programs.

### **Purpose of the Role**

The Senior Site Director, Operations provides leadership and direction to the cross functional research, science, and support teams to ensure that they meet their short to medium term goals including day to day technical leadership activities. The leader also ensures together with the SVP of operations that the team's activities are appropriately resourced and integrated with the site's longer-term objectives. This leader will report directly into the CEO.

### **Essential duties and responsibilities:**

- Promotion of a strong Safety and Quality culture
- Participation in the creation, approval and execution of external and internal research and science programs
- Maintain a safe working environment and conduct operations activities in a manner that protects safety, environment and quality
- Support and provide leadership to ensure consistency of operations across teams through active engagement in both the office and lab

- Own the implementation of any change and improvement agenda for the site
- Support functional managers in setting objectives for the staff onsite
- Manage events as required, ensuring appropriate communication within the San Jose site and UK partners
- Build a team, creating clear common purpose and promoting good team spirit
- Work with HR to ensure that team members are appropriately trained, and that operating procedures and training material are available and current
- Work with Finance to ensure that the team delivers against operating plan, R&D and revenue targets
- Communicate appropriately with team members regarding site objectives and team business
- Work with SVP to ensure the team is adequately resourced to meet the business objectives
- Be an engaged member of a cross functional executive team and be the lead for Site Management
- Build the organization with the necessary capability, capacity and culture to operate this site to the highest standards of excellence
- Develop and implement the systems and processes needed to run the site, leveraging existing OBT knowledge and practices where necessary, but also incorporating external experiences and learning
- Ensure regulatory compliance and operational excellence by supporting local, state and national regulations
- Support the overall success of OBT by providing feedback and support on decisions & strategies etc. Collaborate with local team leads and UK based senior management to ensure the right decisions are made to meet project deliverables and longer-term strategic goals for the site

Please note the roles and responsibilities for the position include but are not limited to the above.

**Knowledge, Experience, and Skills:**

- Experience in biotech or pharmaceutical industry required
- 8+ years industrial experience preferred
- Bachelor in relevant subject required. Masters with experience preferred
- Experience as a supervisor/leadership of a cross functional team or project
- Experience working with an operations team
- Strong interpersonal communication skills
- Ability to work independently, self-sufficiently and pro-actively in the performance of work duties
- Ability to resolve conflict and promote good decision making among team members

**Business Knowledge:** High performance in delivery of their work. Looks at better, simpler ways, takes initiative and will run proactively with actions. Demonstrated self-management, prioritization and organizational skills.

**Learning agility and Curiosity:** High learning agility and flexibility and ability to deal with ambiguity and uncertainty. Demonstrated ability to identify and prioritize problems, develop and implement solutions

**Positive Influence:** Demonstrated ability to address issues as they arise and take action. Trusted in the team to follow through on actions. Is interested in own performance and seeks feedback to improve

Relationship Builder: Demonstrated ability to establish and maintain key relationships across all levels in the organization

Ability to Lead People: Demonstrated ability to lead and motivate in a team environment. Demonstrated ability to influence peers and across functions

Communication: Demonstrated strong communication skills, written and oral in 1:1 and group situations

Decision Making: Demonstrated ability to be decisive and make well informed decisions for the benefit of the team. Demonstrated ability to collate required information and ask the appropriate questions of peers to get to the best solution

One of our top priorities is to maintain the health and wellbeing of our employees and their families. To achieve this goal, we offer comprehensive benefits.

**Benefits Offered:**

- Medical, dental and vision insurance
- FSA (Flexible Spending Account)
- STD, LTD, Basic Life, Supplemental Life and AD&D Insurance
- 401(k) Plan
- Up to 120 hours of Paid Time Off in your first year (increasing with tenure)
- 10 paid sick days per year
- 11 paid holidays
- Employee Referral Bonus Program
- Annual training budget for professional development
- Annual bonus program
- New hire stock options
- Team building events and activities

**Equal Opportunities Statement**

OBT is an equal opportunity employer and prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin or ancestry, age, disability, marital status, and veteran status. All qualified applicants will receive consideration for employment.

**Why Join Us**

We promote a culture of innovation, responsibility, and commitment to our goals and objectives. Together, we believe, we can pool our resources and our uniqueness to develop novel, robust cures for one of the most challenging health conditions today. We recognize that our team is only as good as the people in it. Our people have used the words friendly, collaborative, and hard working to describe the culture here at OBT. This is why, while we strive to ensure that we hire only the best people. We also strive to provide a working environment that is based on cooperation, innovation, and mutual respect.

**Job Link**

If you are interested in being involved in some exciting, innovative science, please click on the link below.

[Senior Site Director, Operations - San Jose](#)