



# LifeArc

## Appointment brief

Appointment of Director of Strategic Planning and Performance

April 2024

Reference: FAQACF

# LifeArc

LifeArc is a self-funded, not for profit medical research organisation. We aim to bridge the gap between academic research and clinical development, by catalysing early scientific discoveries into the next generation of prevention, diagnostics, devices, treatments and cures.



At LifeArc, we focus on accelerating the availability of novel solutions and treatments to patients in areas of unmet healthcare need. Our strong financial position and not-for-profit status allows us to focus on medical challenges that are often overlooked by others, either because they require a longer-term commitment, are highly multidisciplinary, present a high risk of failure in early stage, or present commercial feasibility challenges.

To achieve our goals, we collaborate with scientists and organisations to identify scientific discoveries that have the potential to transform the lives of underserved patients. Using the broad expertise of our people and collaborators, and working with other organisations in the ecosystem, we offer funding, science and advice to accelerate these discoveries towards clinical trials. This early 'translation' is a crucial stage in the development of new breakthroughs, and we harness the power of interdisciplinary innovation to realise life-changing solutions that address these unmet medical needs.

The \$1.3bn monetisation of a royalty interest from LifeArc's work some years ago to humanise the antibody-based therapy now marketed as Keytruda® (pembrolizumab), has given LifeArc a tremendous opportunity to significantly enhance our activities aimed at advancing promising science into new health interventions for patients.

We focus our expertise on health areas with the highest amount of unmet need. These are our Translational Challenges and cover motor neuron disease, chronic respiratory infection, rare disease, childhood cancer, and three challenges under the umbrella of global health, including antimicrobial resistance, emerging viral threats and neglected tropical diseases.

In addition to its involvement in Keytruda® (pembrolizumab), since launching in the 1990s as MRC Technology, the charity's expertise has helped bring a number of new innovations to market. Through our knowledge and expertise in antibody humanisation, LifeArc have contributed to three other widely marketed humanised antibody drugs – Tysabri, Entyvio and Actemra. Our most recent achievement is the development of Leqembi (lecanemab) which has become only the second antibody therapy for Alzheimer's to be approved by the FDA.

LifeArc's expertise in diagnostics has also enabled us to develop the Carbaplex assay, a rapid diagnostic test for the detection of carbapenem antibiotic resistance, in collaboration with Renishaw Diagnostics Ltd.






These innovations have helped ensure LifeArc remains financially sustainable, an aim that is reinforced by the work of LifeArc Ventures. They help to found and fund innovative life sciences companies in the UK, supporting the UK's globally leading and competitive science base.

LifeArc is a people-led organisation, each required to bring their best selves to work on behalf of the patients we wish to help. As well as being multi-disciplinary we thrive on a diversity of talent and an inclusive, collaborative culture. Our Board of Trustees also bring a breadth of expertise which continues to drive the organisation and the delivery of our strategy.

LifeArc recently published its refreshed strategy - to read it [please click here](#).

More information on LifeArc can be found at [www.lifearc.org](http://www.lifearc.org).

# Our Principles

 <p>We are driven by our <b>Purpose</b></p>	<ul style="list-style-type: none"> <li>• <i>Doing the right thing</i></li> <li>• <i>Being open and transparent</i></li> <li>• <i>Going above and beyond expectations</i></li> </ul>
 <p>We foster <b>Innovation</b></p>	<ul style="list-style-type: none"> <li>• <i>Staying Curious</i></li> <li>• <i>Always Learning</i></li> <li>• <i>Thinking creatively</i></li> </ul>
 <p>We're powered by <b>collaboration</b></p>	<ul style="list-style-type: none"> <li>• <i>Engaging &amp; valuing others</i></li> <li>• <i>Enjoying our work</i></li> <li>• <i>Sharing successes</i></li> </ul>
 <p>We act with <b>Commitment</b></p>	<ul style="list-style-type: none"> <li>• <i>We hold one another to account</i></li> <li>• <i>Embracing ambiguity</i></li> <li>• <i>Being adaptable and agile</i></li> </ul>
 <p>When we get it right, we achieve <b>Excellence</b></p>	<ul style="list-style-type: none"> <li>• <i>Excellence is about quality, not quantity</i></li> <li>• <i>Excellence demands the highest standards</i></li> <li>• <i>Excellence means working efficiently</i></li> <li>• <i>Excellence requires a longer-term approach</i></li> </ul>

# Role Description/ Person Specification

<b>Job Title:</b>	Director of Strategic Planning & Performance
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## Job Purpose:

The Director of Strategic Planning and Performance is responsible for:

1. Supporting the Executive Team with the evolution of organisational strategy.
2. The primary focus will be developing, communicating, and implementing the strategic plan for the Centre for Translation and ensuring its alignment with LifeArc's vision and purpose. They will oversee the alignment of the strategic plan with several workstreams, monitoring and evaluating progress and outcomes of the plan, ensuring effective processes and systems are implemented to enhance our overall efficiency.
3. Developing, managing and delivering a rigorous reporting system, to demonstrate to our stakeholders that LifeArc is achieving specified goals and delivering impact to patients.

The role acts as a focal point between the Executive Team and the organisation.

**Reports to:** Chief Financial Officer

## Key Accountabilities:

<b>Principal Accountabilities:</b>	<ol style="list-style-type: none"> <li>1. Develop and build a strategy and performance team with indirect reports across relevant functions.</li> <li>2. Collaborate with the Executive Team and others across the organisation to operationalise the vision for the CfT, ensuring that this is effectively communicated to all stakeholders, including the Trustees and the organisation. This involves:             <ol style="list-style-type: none"> <li>a. Develop, manage, and evolve a stakeholder map and build strong relationships with all stakeholders.</li> <li>b. Coordinate with Function/Workstream Leads, Project Managers and other stakeholders to create detailed implementation plans. This includes deadlines, milestones, processes, and risk mitigation protocols.</li> <li>c. Lead and coordinate operational inputs and programme shape.</li> <li>d. Support and advocate project governance mechanisms.</li> <li>e. Track and report on the financial status of the programme.</li> <li>f. Report detailed status updates to the Executive Team and Trustees where appropriate.</li> <li>g. Apply change, risk and resource management principles.</li> <li>h. Communicate in an effective manner with all stakeholders.</li> <li>i. Coach and mentor the project managers, set clear goals and objectives, provide actionable feedback, and train the team to reach its fullest potential.</li> <li>j. Create a Planning/Project Management 'Centre of Excellence', ensuring best practice in planning/project management applied across all project teams regarding stakeholder, schedule, scope, cost, risk, and meetings management.</li> </ol> </li> </ol>
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	<p>3. Develop and deliver an annual reporting framework:</p> <ol style="list-style-type: none"> <li>a. Manage the corporate goal setting and reporting process</li> <li>b. Coordinate with Executive Team, ELT and others across the business to establish all reporting required for regulatory and communication purposes.</li> <li>c. Create a data collation process, making it clear and straightforward for people across the organisation to input performance, financial and impact data.</li> <li>d. Manage the delivery of reports throughout the year, including but not limited to, the Annual Report, Annual Yearbook, Board Reports, monthly KPI reporting, Impact Report, GPG Report and all other ESG reporting.</li> <li>e. Work closely with the Chief Communications Officer and General Counsel to ensure that all reports are delivered in appropriate formats, and in a timely manner for all Board meetings.</li> </ol>
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## Person Specification:

<b>Expertise:</b>	<ul style="list-style-type: none"> <li>• Proven track record of delivering large scale complex operational plans of significant financial value.</li> <li>• Outstanding planning and organising skills with ability to set clear expectations, drive accountability and the tenacity to drive plans/projects to conclusion.</li> <li>• Ability to interpret and evaluate business-related information, and challenge assumptions critically and objectively.</li> <li>• Experience of running senior stakeholder meetings.</li> <li>• Experience of managing teams through complex project plan implementations.</li> <li>• Excellent communication and stakeholder management skills.</li> <li>• Take ownership for delivery of the projects across the programme.</li> <li>• Depth and breadth of strategic thinking capability, able to see the woods for the trees.</li> <li>• Strong problem solving and negotiation skills.</li> <li>• Excellent planning, estimating, and forecasting skills.</li> <li>• Excellent data analysis and reporting skills.</li> <li>• Experience of consolidating business/organisation locations and setting up new work locations desirable.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• BA/Masters level qualification</li> <li>• Relevant qualification such as prince 2, APMP, PMI, MSP</li> <li>• Further vocational qualifications required / desired</li> </ul>
<b>Preferable</b>	<ul style="list-style-type: none"> <li>• Life Science project experience</li> </ul>



“Our work transforms  
medical innovation  
into patient benefit.”

# Terms of appointment

Salary will reflect the seniority of the role and will depend on skills and experience.

31 paid days' holiday (plus bank holidays) in each complete Holiday Year. The Company reserves the right to nominate up to three days of your holiday entitlement to be taken during office closures in the Christmas/New Year period.

Pension: The post holder will be enrolled at the rate of 3% (with a 6% contribution from LifeArc) to meet the automatic enrolment legislation. You may contribute more into the pension plan.

## How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to LifeArc on these appointments.

Candidates should apply for these roles through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **FAQACF**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is midday on **Friday 10<sup>th</sup> May 2024**.

*\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*



# LifeArc



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