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## Programme Director

### **About us:**

AstronauTx is a cutting-edge biotech company developing novel treatments for Alzheimer's disease and other neurodegenerative disorders, based on amplifying the brain's own physiological protective mechanisms. We work with world-class academic scientists and contract research organisations to progress our innovative therapeutics into the clinic.

### **The Role:**

We are seeking an experienced and detail-oriented Programme Director to join our dynamic and highly performing team. Reporting to the Vice President of Operations, the Programme Director will collaborate closely with the AstronauTx team, consultants, and contract research organizations to propel our portfolio of small molecule programs forward. This role demands an individual who is adaptable and can seamlessly integrate into project teams, leveraging scientific and project management expertise to identify and operationalize optimal development plans. The position is based in our London office, with the option of hybrid working.

### **Responsibilities:**

- Facilitate effective communication with internal and external stakeholders to ensure project objectives are met and expectations are managed. Ensure all project deliverables meet quality standards and align with overarching company objectives.
- Lead and inspire project teams, fostering collaboration and communication among members. Facilitate meetings with the core team, focusing on team objectives and dynamics.
- Create comprehensive project plans that identify critical milestones, interdependencies, risks, and resource constraints, working with the core team to develop effective solutions.
- Maintain and contribute to core team documentation, including meeting agendas, minutes, action items, and decision logs. Recognize potential risks and formulate mitigation strategies to ensure project success.
- Collaborate with the VP of Operations to create and maintain project budgets, ensuring efficient resource utilization within budgetary constraints.

### **Requirements:**

#### **A. Experience:**

- Minimum of 10 years of experience in the biopharmaceutical industry, with at least 5 years in project management, supporting highly matrixed drug development teams.
- Comprehensive understanding of the activities and interdependencies of early drug development through Phase 2.
- Experience collaborating with cross-functional, global, matrix teams, including external CRO/CDMO partners, and managing complex development projects involving "Go/No Go" decision-making.
- Proven ability to communicate effectively with senior leadership, including the development and delivery of impactful presentations.
- Experience leading teams to establish planning assumptions that influence timelines and budgets.

#### **B. Specific Skills and Competencies:**

- Strong problem-solving skills, with the ability to diagnose issues quickly and drive towards solutions.
- Keen attention to detail.

- Proficient in building and maintaining Gantt charts, tracking systems, spreadsheets, and other tools to support systematic project management.
- Skilled in scenario planning and rapidly integrating new information into existing plans.
- Excellent planning and facilitation abilities for meetings.
- Ability to challenge and motivate experienced individuals to achieve higher goals.

**C. Personal Attributes:**

- A proactive self-starter and team player who cultivates effective relationships with colleagues and key stakeholders to advance project goals.
- Strong leadership skills with excellent written and verbal communication capabilities, and the ability to influence across functions and levels, demonstrating flexibility and adaptability in a fast-paced environment.
- A critical, innovative, and strategic 'end-state' thinker with a solutions-oriented mindset.
- Self-motivated and effective in dynamic environments, equipped with strong organizational skills and conflict resolution capabilities.
- Self-aware, operating with humility and respect for others while embracing transparency, openness, and a commitment to candid dialogue.
- Committed to continuous learning and improvement, with a can-do attitude and willingness to contribute to all aspects of company operations.

**D. Qualifications:**

- Project management qualification (e.g., PMP, PRINCE2).
- Bachelor's degree in a scientific, medical, or business discipline; postgraduate qualification (e.g., Ph.D., MBA, MS) or equivalent experience is a distinct advantage.

**Salary & Benefits**

- Full-time permanent position
- Competitive salary dependent on skills and prior experience
- Competitive benefits package

**To Apply**

Please contact Hannah Pearce for further information and to apply:

[enquiries@astronautx.bio](mailto:enquiries@astronautx.bio)

Application deadline: 25<sup>th</sup> October 2024