**Safety & Operations Co-Ordinator** (12-month fixed term contract)

**White City, London**

**The Role**

Due to our Operations team currently experiencing a particularly busy period, we are looking for a Safety & Operations Co-Ordinator to support the London team, this role be a 12-month contract working directly for DNAe.

We are seeking a highly organised, detail-oriented, experienced and proactive **Safety and Operations Coordinator** to support the effective running of our facilities and ensure compliance with regulatory and operational standards. Based in a multi-tenanted building consisting of general office areas, laboratories, and workshops, this role focuses on maintaining a safe and efficient work environment.

The successful candidate will primarily support the Laboratory and Safety Manager in overseeing laboratory and workshop operations, ensuring compliance with quality, health, safety, and environmental standards. This includes managing building and equipment maintenance, coordinating with vendors, handling subcontractor relationships, and maintaining efficient day-to-day operations. The role is critical in streamlining processes, managing equipment, and contributing to a safe, organized, and compliant working environment.

**Responsibilities:**

 **Health, Safety and Quality Compliance**

* Assist with the implementation and monitoring of quality management systems (e.g., ISO 9001, ISO 13485, GMP, GLP)
* Support the development, implementation and monitoring of workplace safety policies and procedures in accordance with UK legislation and international standards.
* Maintain accurate documentation and records related to compliance, safety, and quality assurance programs. (e.g. service records, risk assessments, permits, and inspection logs etc.)
* Assist in maintaining compliance with health and safety regulations (e.g., Health and Safety at Work Act 1974, GLP) and building regulations.
* Conduct regular inspections to ensure adherence to quality standards and workplace safety protocols.
* Collaborate with internal teams to support the implementation of operational, safety environmental and sustainability initiatives.

 **Equipment & Facilities Management**

* Manage the inventory, calibration, maintenance, and repair schedules for all laboratory and workshop equipment.
* Assist in managing and resolving operational issues in the laboratories and workshops as they arise, ensuring efficient use of the Laboratory ticket system
* Help manage laboratory/workshop cleaning schedules in collaboration with Laboratory & Workshop Leaders, ensuring cleanliness and compliance with operational standards.
* Coordinate installation, testing, and qualification of new instruments.
* Coordinate repairs and servicing, ensuring minimal disruption to operations
* Assist the Quality Department to maintain an up-to-date equipment database, including calibration certificates and maintenance logs and reports.
* Oversee the maintenance and repair of buildings, equipment, and facilities to ensure functionality and compliance.
* Develop and manage maintenance schedules, prioritizing tasks to minimize downtime.
* Act as the primary contact for sub-contractors, ensuring work is completed to a high standard and in accordance with contracts.
* Monitor and manage building and laboratory and workshop operational systems (including HVAC, environmental monitoring, and security systems)

 **Vendor and Supply Chain Coordination**

* Assist in contract negotiations with vendors, ensuring optimal terms and value for the teams, and assist in reviewing contracts and service agreements to ensure alignment with operational requirements and budgets.
* Assist in coordinating the procurement of laboratory and workshops supplies and consumables, ensuring the most suitable solutions for the teams whilst maintaining cost-effectiveness
* Source, negotiate, and manage relationships with sub-contractors and service providers.
* Coordinate and oversee sub-contractor activities, ensuring compliance with safety and performance standards.
* Conduct performance evaluations of vendors and recommend improvements where necessary.
* Assist in developing and implementing a consumables traceability system for storage rooms
* Assist in developing a plan for accurate inventory management, including tracking, categorizing, and labeling supplies, consumables, and equipment in the storage
* Conduct regular storage inventory checks to ensure the plan is effectively implemented and maintained.

 **Administrative and Support Tasks**

* Assist in training laboratory and workshop personnel on operational protocols, safety procedures, and equipment use.
* Support budgeting and cost control efforts for laboratory and workshop operations.
* Participate in cross-departmental projects to improve operational efficiency.
* Maintain accurate and up-to-date documentation related to operations, compliance, and maintenance.
* Assist in the development and implementation of standard operating procedures (SOPs).
* Support projects aimed at improving operational efficiency and workplace conditions.

# Qualifications & Experience:

 **Education and Experience**

* Preferred: Bachelor’s degree or equivalent in a related field (e.g., Biology, Chemistry, Laboratory Technology, or equivalent).
* Preferred: Bachelor's degree or equivalent experience in Operations Management, Facilities Management, or a related field.
* Essential: Knowledge of UK building regulations, health and safety legislation, and quality standards

**Key Competencies**

* Strong understanding of health and safety practices and compliance requirements.
* Strong knowledge of laboratory, workshop, and office facility requirements.
* Excellent organisational and multitasking abilities with attention to details.
* Effective communication and interpersonal skills, capable of managing relationships with diverse stakeholders and sub-contractors.
* Problem-solving mindset with the ability to work independently and as part of a team

**Hours**

This role is working Monday to Friday 9am-5.30pm.

**Workplace**

This role is based onsite 5 days a week at our office/labs at Scale Space, White City.

**Apply**

To apply please email careers@dnae.com with your CV and salary expectations. Please include any other information you would like us to consider.

*We are not offering visa sponsorship on this role at this time, candidates should have the right to work in the UK.*