



Welcome from Professor Daniel Figeys Director and Chief Executive

Thank you for your interest in the Director of Operations position.

Quadram Institute Bioscience (QIB) is at the forefront of the new interface between food science, gut biology and health, developing solutions to worldwide challenges in food-related disease and human health. The Institute combines excellent patient care and clinical research from the Norfolk and Norwich University Hospital alongside QIB's scientific expertise in food, nutrition and health on the Norwich Research Park.

This is a significant opportunity to work at the forefront of integrated food and health research within the state-of-the-art Quadram Institute (QI) building, located at the heart of the Norwich Research Park. QIB is strategically supported by the Biotechnology and Biological Sciences Research Council (BBSRC) of UK Research and Innovation. Through partnership with the BBSRC, the University of East Anglia (UEA), and the Norfolk and Norwich University Hospital (NNUH), the aim is to deliver world-leading expertise in food science, microbiology, bioinformatics, and clinical research.

Our new strategy is built around three strategic directions that will shape the next phase of our science and partnerships:

- 📌 **Healthier Lives:** advancing precision nutrition and microbiome-based interventions to improve health across the life course;
- 📌 **Safer Food:** tackling microbial and xenobiotic risks and ensuring the integrity and resilience of the food system; and;
- 📌 **Future Food:** developing next-generation crops, ingredients, and dietary solutions that support sustainable and healthy diets.

This is an exciting opportunity as Director of Operations to have significant impact on an organisation in a unique partnership between science, academia and health research, as the Institute enters a phase of significant growth and increased global impact.

This information pack provides further details about QIB, our research, and the strong collaboration with the Norwich Research Park. You can also explore more about our work and ambitions at www.quadram.ac.uk.

We look forward to your application and to the possibility of welcoming you to our community.

Professor Daniel Figeys,
Institute Director & Chief Executive

Background

Quadram Institute (QI) is the £75 million state-of-the-art food and health research and endoscopy centre that was developed in partnership between Quadram Institute Bioscience (QIB), the University of East Anglia (UEA), the Norfolk and Norwich University Hospital (NNUH) and the Biotechnology and Biological Sciences Research Council (BBSRC).

Capitalising on the world-class bioscience cluster based at the Norwich Research Park, QIB is strategically funded by BBSRC, part of UK Research and Innovation (UKRI). The Institute leverages a world-class bioscience cluster and an extensive network of national and international collaborators to translate fundamental discoveries into tangible benefits for patients, consumers and society.

About Norwich Research Park



Norwich Research Park (NRP), located just outside the historic city of Norwich, England, is a community of independent research organisations with world-leading science credentials.

The Norwich Research Park community consists of:

-  Quadram Institute
-  John Innes Centre
-  University of East Anglia
-  The Sainsbury Laboratory
-  Earlham Institute
-  Norfolk and Norwich University Hospital

From the soil to our health, researchers across Norwich Research Park are trying to solve huge global challenges: ensuring there is food security and safety for a growing population, preventing and treating diseases, and mitigating and adapting to the impacts of climate change.



The NRP also supports translational spin-out and start-up companies and attracts investment from corporate organisations involved in science and technology from across the globe.

www.norwichresearchpark.com

Vision and Values

Quadram Institute Bioscience (QIB) creates new interfaces between food science, gut biology, human health and disease, capitalising on the world-class bioscience cluster based at the Norwich Research Park. QIB scientists work alongside clinicians and work closely with major national and international funding bodies and charities, collaborators and investors to ensure translation of our fundamental science to benefit patients, consumers and wider society.

The mission of Quadram Institute Bioscience is to improve human health by uncovering how food, gut physiology, microbes, and the microbiome influence diseases and healthy living. We use this knowledge to develop evidence-based strategies to maximise positive impacts of food on health, from early life to the extension of a healthy lifespan in old age and reduce the economic and societal costs of chronic diseases.

We can only achieve our mission if we create an environment in which everyone is valued, supported and has the opportunity to grow and contribute. Our values are central to our success and everything we do at Quadram Institute Bioscience:

People-Centred Impact

We measure success by healthier lives and empowered communities, ensuring our research delivers tangible benefits.

Inclusive Excellence

Diversity fuels discovery. We cultivate an environment where every voice is heard, every talent is nurtured, and respect is non-negotiable.

Trusted Integrity

Rigour, transparency, and ethics underpin our work, earning the confidence of patients, partners, and the public.

Collaborative Spirit

Breakthroughs happen together. We partner openly across disciplines, sectors, and borders to turn knowledge into real-world solutions.

Agile Innovation

We stay curious and responsive, adapting rapidly to emerging challenges while stewarding resources responsibly for future generations.

Our interdisciplinary research maximises the unique cluster of academic excellence and clinical expertise at the Norwich Research Park, working alongside the food and pharmaceutical industries on our core science programmes.

Our forward-looking strategy



Advancing Healthy Living by Design

Quadram Institute Bioscience (QIB) was established with a clear vision — to understand how food and microbes interact to promote health and prevent disease. Today, QIB is entering a new and exciting phase of growth. Our focus is now defined through our impact-driven framework, *Healthy Living by Design*, which aims to promote lifelong health by decoding the complex relationships between food, nutrition, microbes, microbiomes, and human biology — and translating this into practical, innovative solutions in partnership with clinicians, industry, and policy leaders.

QIB's research responds directly to the UK's most pressing challenges:

- 📌 Rising rates of obesity and diet-related disease
- 📌 Increasing pressures on food systems from climate change, antimicrobial resistance, and global supply-chain fragility

As a BBSRC-funded National Capability, QIB provides a unique, integrated environment where multidisciplinary teams can collaborate across scales of bioscience and health research. We combine exceptional facilities within a single institute, including:

- 📌 Clinical research facilities and biorepositories
- 📌 Microbiome and organoid model systems
- 📌 Sequencing, bioinformatics, and advanced imaging platforms
- 📌 Food and metabolite analysis capabilities
- 📌 A GMP-level faecal microbiota transplant facility
- 📌 High-containment and translational laboratories

This infrastructure enables QIB to move seamlessly from fundamental discovery to application, impact, and policy influence.

Healthy Living by Design and the NI²SPs

QIB's next phase of scientific development will be delivered through new National and International Institute Strategic Programmes (NI²SPs) and Food and Nutrition NBRI. These interdisciplinary initiatives focus on three areas:

- 📌 Healthier Lives: Precision nutrition and microbiome interventions to prevent metabolic and age-related disease and support healthy growth and ageing.
- 📌 Safer Food: Predictive microbiology and interventions that protect food systems from pathogens, xenobiotics, spoilage, and antimicrobial resistance.
- 📌 Future Food: Predictive models and preclinical pipelines that ensure climate-resilient crops are safe, nutritious, and health-promoting.
- 📌 Food & Nutrition NBRI: A national and international resource providing high-quality data and expertise to support research on diet and health and enable healthier, more sustainable diets.

Four organisational pillars — Frontier & Translational Science, Promotion of Health, Health Innovation, and People & Talent — underpin these programmes and connect discovery research with innovation, training, and impact.

Building Capability and Leadership

QIB is investing strategically in its scientific capability and leadership. Current priorities include:

- 📌 Expanding national and international partnerships
- 📌 Developing platforms in AI, bioinformatics, and data-driven science
- 📌 Establishing advanced clinical capabilities such as cryopreserved microbiome and tissue biobanking
- 📌 Growing training and development programmes for future bioscience leaders

A Distinctive Model for Impact

QIB's mission-driven structure brings together people, platforms, and partnerships in a dynamic environment designed to deliver translation and impact. In doing so QIB plays a central role in strengthening the UK's research infrastructure — improving health, ensuring food safety, and building a sustainable bioeconomy.

Director of Operations



About the role

Reporting to the Institute Director/Chief Executive, this key role is responsible for the design, operation and delivery of operations and scientific services that will ensure delivery of excellent support to QIB. The postholder is the principal advisor to the CEO and the Board on all operational matters.

The post holder will work closely with the Institute Director, QIB Executive Board, and QIB Board of Trustees to plan and implement the operational strategy, to ensure the success of the institute as it enters the next stage of development.

The Director of Operations will lead on a range of management activities to ensure that QIB can effectively deliver its scientific vision. Leading, coordinating and efficiently delivering the operational activities are key requirements of this role. As part of the senior Executive team, you will support cultural change and institute sustainability.

To be successful in this role, the postholder must be able to manage a substantial and varied workload; deliver projects and reports; and negotiate, resolve problems, mediate, and manage complex and sensitive issues with confidence and professionalism.

Key relationships

Internal

- QIB Board of Trustees
- QIB Executive Board including NI²SP and Pillar Leads
- Laboratory operations, Health and Safety, and Scientific services teams
- NBI Partnership and partner organisations who provide support services including Human Resources; IT/Computing; Finance; Health and Safety; and Risk Management
- Facilities Management team, and Intelligent Client for QI

External

- QI Partners Board of Trustees
- QI Executive Group
- Biotechnology and Biological Sciences Research Council (BBSRC)
- Anglian Innovation Partnership LLP, and the Norwich Research Park
- The John Innes Centre, Earlham Institute, The Sainsbury Laboratory, the University of East Anglia and the Norfolk and Norwich University Hospital
- Other research institutes, universities, schools, commercial organisations and funding agencies in the UK, EU and internationally

QIB – Quadram Institute Bioscience is the name of the legal entity and the name of the employer

QI – Quadram Institute is the title of the building and group of partners that work with QIB which includes the University of East Anglia (UEA), Norfolk and Norwich University Hospital (NNUH), and Biotechnology and Biological Sciences Research Council (BBSRC)



Main Duties and Responsibilities

Strategic Leadership & Governance

- Translate high-level scientific and organisational strategies into actionable operational plans.
- Support the Institute Director/Chief Executive as part of the senior executive team.
- Lead implementation and monitoring of institutional strategic or impact frameworks.
- Provide leadership and oversight of corporate governance, risk management, internal controls, and organisational assurance frameworks.
- Identify and assess operational risks, ensuring they are clearly articulated and accompanied by appropriate mitigation strategies, solution options, and assurance actions.
- Ensure regulatory and compliance requirements are met and drive continuous improvement in operational assurance.

Operational Delivery, Performance, and Service Excellence

- Direct, administer, and coordinate all operational activities of the institute.
- Facilitate the effective delivery of research activities by ensuring the provision of high-quality research infrastructure, laboratory, and support services.
- Coordinator for crisis management; overseeing the care for staff and personnel on site, protection of the environment, protection of QIB reputation and maintenance of business continuity.
- Provide strategic oversight of incident command structures and operational risk.

Financial Leadership

- Work closely with finance teams to achieve financial sustainability and support strategic goals.
- Prepare, monitor, and report on business plans and budgets.
- Build and sustain organisational capabilities and systems to support accurate forecasting, strategic workforce planning, and efficient operational resource allocation.

People & Talent Management


- Work closely with the People and Talent Pillar Leads to achieve a positive research culture in terms of Career Development and EDI.
- Promote a high-performance culture that supports scientific excellence.
- Foster and champion, an organisational culture that promotes continuous improvement, innovation, and collaborative ways of working.

Research Enablement & Scientific Support

- Lead the optimisation of research operations by improving workflows, overseeing enabling tools and platforms; acting as a critical bridge between research, technology, and operations.
- Coordinate with internal and external stakeholders, including universities, hospitals, funding agencies, and research partners.
- Oversee governance, ethics, and compliance measures for research operations.

Stakeholder & External Engagement

- Build and maintain strong relationships with government agencies, funders, industry partners, and academic collaborators.
- Represent the institute in external forums, supporting partnership development and scientific outreach.

 Any other duties and activities commensurate with the nature and grade of the role.

Person Profile



We will be using the following person specification for selection purposes, to ensure that the individual appointed has the key attributes required.

Education and qualifications

Essential	Desirable
Professionally qualified with a relevant degree/postgraduate qualification.	Health and Safety qualification (UK based). Financial / accountancy qualification PhD or equivalent experience.

Specialist knowledge and skills

Essential	Desirable
<p>Significant knowledge and understanding of scientific research & scientific research management.</p> <p>Understanding of financial management, budgetary management and grant funding.</p> <p>Knowledge of UK based Health & Safety regulations and procedures.</p>	

Leadership and management

Essential	Desirable
<p>Demonstrable ability to manage, support and motivate teams ensuring the highest levels of performance are achieved.</p> <p>Establishes and communicates clear performance standards ensuring performance measures are achieved to deliver the organisational vision (KPIs).</p> <p>Continuously reviews operational effectiveness and manages under performance in a timely manner ensuring value for money.</p>	

Relevant experience

Essential	Desirable
<p>Senior leadership experience within a similar organisation and role.</p> <p>Experience in budget, asset, people and risk management in a results-focussed organisation.</p> <p>Experience in facilities management and related requirements, including capital planning, related policies and procedures, including compliance and legislation.</p> <p>Experience in managing complex multifunctional and organisational relationships.</p> <p>Committed to delivering projects and services in a cost effective</p>	<p>Experience of managing Health & Safety (including policies and procedures) preferably in a UK based research sector / institution.</p> <p>Experience in Project Management and/or Change Management.</p> <p>Significant experience in a senior leadership role in a public or private research institution.</p>

and timely manner.

Interpersonal and communication skills

Essential	Desirable
<p>Excellent written and oral communication skills with the ability to articulate complex information to different audiences.</p> <p>Engages staff at all levels and enthusiastically promotes the vision.</p> <p>Highly developed emotional and political intelligence.</p> <p>Resilient and innovative in addressing complex problems.</p> <p>Demonstrates discretion and sound judgment in dealing with confidential, sensitive, and controversial issues.</p> <p>Commercial acumen</p>	

Additional requirements

Essential	Desirable
<p>Promotes equality and values diversity</p>	

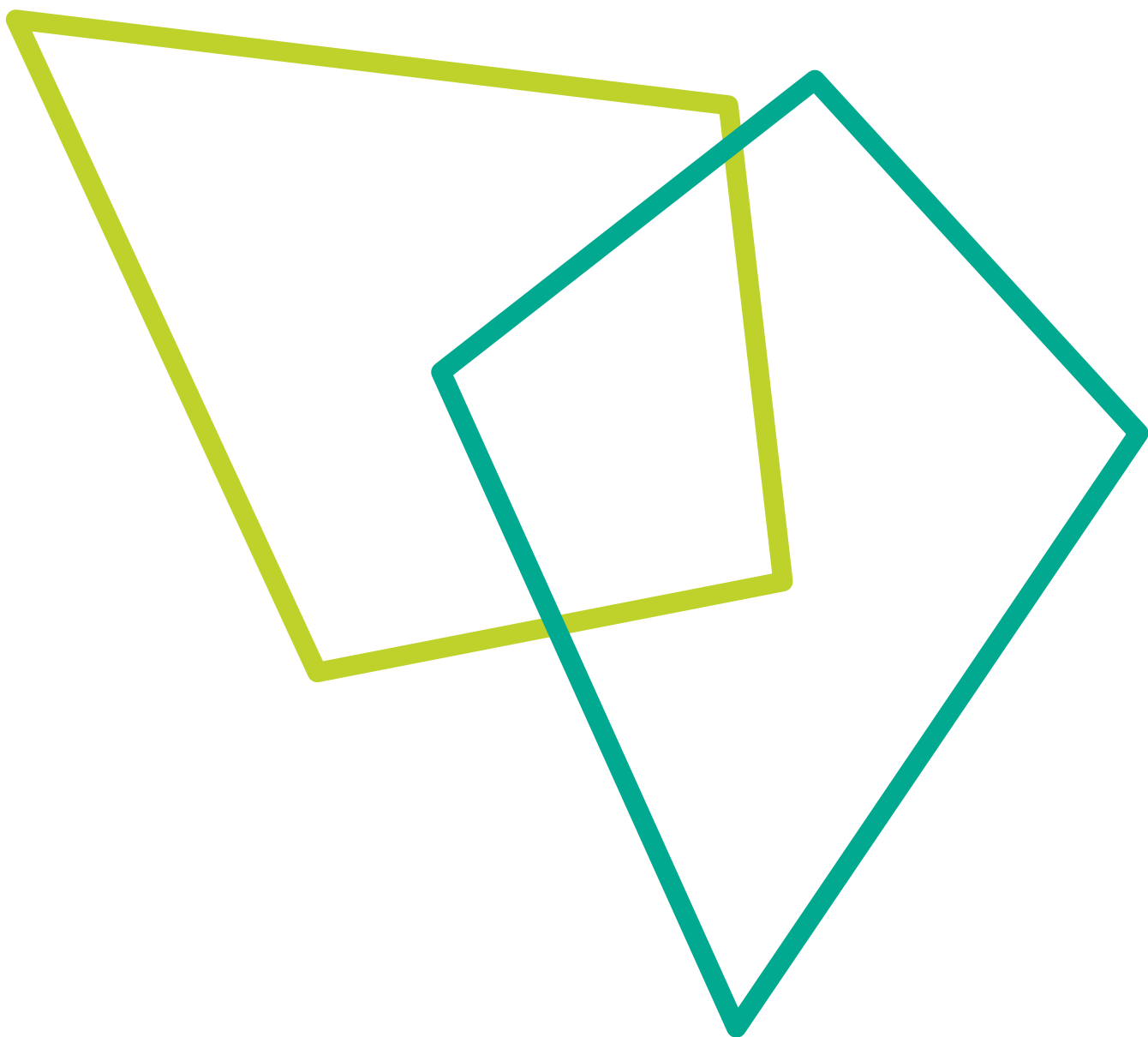
How to apply:



Interested applicants are invited to submit a CV and a cover letter stating what motivates them to apply for the [Director of Operations](#) position at QIB and submit this by 4th June 2026

Closing Date for applications is Thursday, 4th June 2026.





Completed applications should be submitted
via email to nbi.recruitment@nbi.ac.uk

For all other information or queries please email
info@quadram.ac.uk

Quadram Institute
Rosalind Franklin Road
Norwich Research Park
Norfolk
NR4 7UQ
UK

quadram.ac.uk