



Chief Operations Officer

Job Type: Full-time

Location: Leeds

Starting Date: 1st February 2022

Hours: Monday – Friday (40 hours per week)

Salary: £32,500 per year

Summary:

NIQS is looking for a talented chief operations officer with a diverse skill set to join our senior management team based in Leeds. As part of this team, you will be responsible for overseeing the day-to-day running of the company/day-to-day operations, developing business strategies, plans and procedures and ensuring these are aligned with the company's strategies and goals.

This position requires the individual to have excellent communication and leadership skills, excellent planning, and strategic thinking skills, as well as experience in a similar role.

At NIQS you will be working in a fast-paced, but friendly, supportive, and respectful environment. We are looking for people who can work well as part of a team, who have ambition, and a real passion for what they do.

Role Description & Responsibilities:

The COO will be tasked with:

- Overseeing the day-to-day running of the company/day-to-day operations.
- Designing and implementing business strategies, plans, and procedures.
- Collaborating with the CEO in setting and driving the company's vision, operational strategy, and hiring needs.
- Develop actionable business strategies and plans that align with short-term and long-term objectives.
- Oversee company operations and employee productivity, building a highly inclusive culture ensuring team members thrive and organisational outcomes are met.
- Assist the CEO in fundraising activities.
- Overseeing budgeting processes.
- Establishing and managing relations with senior management, external partners, and stakeholders.
- Overseeing the company's financial planning and cash flow tracking.
- Analysing the financial strengths/weaknesses and proposing corrective actions.



Skills, Experience, and Qualifications

Essential:

- Demonstrate previous experience as a Chief Operations Officer or similar role.
- Understanding of business functions, such as finance, marketing etc.
- Competency in strategic planning and business development.
- Bachelor's or Master's degree.
- Excellent planning, organisational, and leadership skills.
- Excellent team working skills.
- Aptitude in decision-making and problem solving.
- Excellent written and verbal communication skills.
- Experience working in cross-functional teams.

Desirable:

- Experience in fundraising.
- MBA-level qualification.
- Experience working with early-stage technology start-ups.
- Experience in COO or similar role working with health/medical technology start-ups.

Application template:

To apply for this role, please answer the following questions and email your responses to careers@niqstech.com, with a copy of your CV attached. This will help to make the process fair and consistent by evaluating all candidates using the same criteria.

- Why do I want to work for NIQS?
- What are my relevant qualifications or experiences for this role?
- Why am I the best candidate for this role?
- Examples where I have worked well as part of a team/demonstrated problem solving abilities?

Benefits:

- Salary increase in subsequent years.
- 28 days annual leave.
- Flexible working from home options.
- Career development.
- Responsibility and mentorship opportunities.
- Share options.

Diversity & Inclusion:

NIQS strives to create an inclusive and equal opportunity for employment and development, where progression is based solely upon individual merit and qualifications directly related to professional competence. This means that all qualified applicants will receive consideration without regard to national origin, age, sex, race, disability, sexual orientation, gender identity or religious beliefs.