

Discovermore

Contracts Manager

Department: Clinical Development
Hours per week: 37.5
Basis: Permanent based in UK

Job Purpose:

- To identify contractual requirements for R&D tasks
- To develop a contract strategy for the R&D programme
- To develop and manage the contracting processes , facilitating efficient internal and external review and approvals
- To support stakeholders in the initiation, negotiation and execution of contracts that are in ATL's best interests

Key Responsibilities:

- To work with stakeholders across R&D (including but not limited to Clinical Operations, Regulatory) to ensure that any contract requirements are identified and contracts are developed accordingly.
- To work closely and collaboratively with CROs, vendors, suppliers, consultants or any other external parties to negotiate and develop required contracts for R & D. projects (including but not limited to Master Service Agreements, Task Orders, Letters of Intent, Work Orders and Service Agreements).
- To work with ATL's lawyers and internal stakeholders as appropriate, to ensure that all contracts are developed in ATL's best interests (e.g. price and risk).
- To communicate with the finance department (and senior management as required) with respect to Finance's needs in terms of invoicing (bank details, frequency, tax numbers, etc.) and to the contract conditions, including expected payment schedule.
- To provide appropriate Confidentiality Agreements (CDAs) for stakeholders within R & D when engaging new external parties.

Knowledge, Experience & Skills Required:

- Contract negotiation experience in CRO and/or Pharmaceutical Industry (at least 5 years) with transferrable skills in Clinical Trial contractual requirements
- Strong PC literacy and Microsoft Office skills
- Experience of Global Team working or relevant transferable experience
- Legal qualification and/or background is highly desirable

To apply for this role, please send your CV to Careers@allergytherapeutics.com

The closing date 7th December 2020

Visionary

Commitment

Menschlichkeit



**Allergy
Therapeutics** ^{PLC}