



## **MAC Clinical Research**

### **JOB DESCRIPTION**

**NAME:**

**JOB TITLE:** Chief Legal Officer

**REPORTS TO:** Chief Executive Officer

**FOCUS OF THE JOB:** Viewing the work of the legal department in terms of how it intersects with the objectives and performance of the wider business, and to provide legal and commercial support to the business.

**KEY SKILLS, KNOWLEDGE AND QUALIFICATIONS REQUIRED:**

Law LLB (hons) first class.

Qualified solicitor.

A minimum of 5 years' experience in the pharma industry/life sciences.

Knowledge across a several areas of law.

Ability to efficiently manage department workload.

Excellent organisation and communications skills.

Evidence of continuing professional development.

Excellent team management and mentoring skills.

**RESPONSIBILITIES (including staff):**

- Management of the Legal department, including management of staff and efficient distribution and completion of work allocated to the department.
- Sound understanding and knowledge of commercial and corporate law.
- Strong communication and presentation skills.
- Excellent negotiating and drafting skills.
- Ability to build and maintain strong professional relationships across the business.
- Ability to communicate complex legal issues and risks in terms that non-legal colleagues can understand.
- Ability to work in a highly autonomous role.
- Developing, analysing, coordinating and assisting in the negotiation of clinical agreements such as Master Service Agreements, Clinical Trial Agreements, Confidentiality Agreements, Consultancy Agreements, Service Agreements and Letters of Intent.
- Reviewing Supply Contracts.
- Liaising with internal departments as needed for operational input on agreements.
- Finalising terms with clients in a timely and efficient manner.

- Providing legal advice and support to the Board in respect of general legal, commercial and operational matters.
- Developing process improvements e.g. SOP's applicable to contracts.
- Drafting, reviewing and updating contract templates as needed.
- Instruct and manage external legal advisors as appropriate.
- Compliance with MAC health and Safety policy
- Compliance with MAC policy on equality and diversity
- To maintain professional qualifications required for the role, including continuous personal development
- To work to the requirements of SI 2004 no 1031 and amendments thereof, which includes Good Clinical Practice
- To work according to MAC SOPs, guidelines and policies
- To work according to current data protection standards and practice good information management. Maintenance of strict confidentiality of patient and business related data.
- To maintain a high level of initiative and personal responsibility, liaising appropriately with team members and managers to ensure your job role is efficiently carried out
- To support the aims of MAC and to represent MAC appropriately in a professional way to all our customers
- ***Reference other job descriptions if role is multi-functional***

**PHYSICAL, WORK ENVIRONMENT, TRAVEL DEMANDS:**

Home based role but with travel to MAC sites, conferences and client meetings as needed and/or other locations as requested by the CEO.

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Employees signature.....

Date.....

Head of Department signature .....

Date.....