

JOB SPECIFICATION

COMMERCIAL CONTRACTS SPECIALIST



PART I – CANDIDATE PROFILE

You are an experienced contracts manager or paralegal, you like to be in an office environment and are comfortable dealing with people on a day to day basis. You will be seeking a challenging and rewarding career; seeking to utilise your knowledge and experience to date and expand upon it in an organisation that makes a difference to patients lives.

We are an ambitious organisation, expanding our international, full service, boutique CRO; growing by bringing together the best possible people, healthcare professionals and drug developers from all areas of clinical development..

We are looking for a Commercial Contracts Specialist to be based in our Slough Office to join the newly formed Contracts Department. Reporting into the Head of Contracts, this is an important role in the growth of Simbec-Orion Group.

We are looking for an individual who can review, negotiate and manage commercial contracts on our behalf. Due to the importance of this work, you have excellent attention to detail. You are process focussed as we are looking to put into place new policies and procedures following the recent formation of the Contracts Department. You will be not only drafting and negotiating contracts but also driving them to speedy execution. You must be comfortable dealing with individuals from multiple backgrounds every day and as you will work with a number of different stakeholders to bring them together in the successful execution of the contract. Therefore, you have strong communication skills and can prioritise work and deliver it to sometimes exacting deadlines.

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PART 2 – EXPERIENCE, QUALIFICATIONS & COMPETENCIES

QUALIFICATION		
Required	Desired	Measured
Education to Bachelors degree level in humanities, sciences or social sciences (preferably at 2:2 or higher)		CV Interview Request sight of certificates
	Legal training and/or qualifications <ul style="list-style-type: none"> - Law A-level (or equivalent) - Law degree - Graduate Diploma in Law or Legal Practice Course 	CV Questioning on interview Request sight of certificates
EXPERIENCE		
Required	Desired	Measured
	2 years experience in contracts management	CV Demonstrated by example at interview
	2 years experience in drafting and negotiating contracts	CV Demonstrated by example at interview
	Experience in the Pharmaceutical industry or CRO industry	CV Demonstrated by example at interview
Computer skills – good level of word and Excel knowledge. Experience using CTMS would be beneficial.		CV Demonstrated by example at interview
COMPETENCE		
Required	Desired	Measured
Attention to detail		30 min test to be completed on attendance at interview
Time-management skills		Competence to be demonstrated by example at interview
Ability to work under pressure		Competence to be demonstrated by example at interview
Organisational skills		Competence to be demonstrated by example at interview
Communication skills		Competence to be demonstrated by example at interview
	Demonstration of desire to work in a team	Competence to be demonstrated by example at interview

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PART 3 – JOB DESCRIPTION

JOB TITLE	Commercial Contracts Specialist
DEPARTMENT	Contracts Department
DIVISION	Simbec-Orion Group
LOCATION	Slough Office
REPORTING TO	Head of Contracts
DIRECT REPORTS	None
INDIRECT REPORTS	None

JOB PURPOSE

To manage the commercial contracts to design, execute and deliver contracts which support Simbec-Orion Group's goal of building a respected and profitable CRO taking responsibility for all aspects of the contracts process with the aim to expedite contract execution.

PRINCIPAL DUTIES

1. To prepare, negotiate and execute client contracts.
2. To drive the timely execution of client contracts and to communicate the successful execution of contracts with internal stakeholders.
3. To manage the outsourcing of any commercial contract work.
4. To report to Senior Management on the status of ongoing commercial contract negotiations.
5. To draft, review and improve the templates for use by Simbec-Orion Group.
6. To assist the Contracts Coordinator with administrative tasks when required including the logging and filing of fully executed contracts and maintenance of the Contracts Intranet.

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PART 4 – BACKGROUND TO SIMBEC-ORION GROUP

Simbec-Orion Group Limited (“Simbec-Orion” or the “Group”) was created in June 2014 by the merger of Simbec Research Limited (“Simbec”) and Orion Clinical Services Limited (“Orion”).

As a result of the merger, Simbec-Orion is today a full service CRO covering first in human Phase I clinical studies through to pivotal Phase III studies and Phase IV post marketing studies. Simbec-Orion supports its clients with our own in-house full service central laboratories (branded as Seirian Laboratories) pharmacovigilance, data management and statistics, IMP management/pharmacy, medical management. We have expertise in all drug types, dosage forms and delivery mechanisms and in later stage development and have six core therapeutic disciplines:

- oncology,
- rare and orphan diseases,
- respiratory disorders,
- dermatology,
- infectious disease & vaccines, and
- translational medicine.

We operate internationally serving clients anywhere in the world with physical operations in the United Kingdom, France, Germany, Italy, Spain, Czech Republic, Poland, Australia, South Africa and the United States of America. We have a combined staff approaching 250 people with the greatest concentrations in the UK and France.

It is our objective to become widely recognised as being a significant international full service CRO known for its excellence both across its range of services and in its therapeutic disciplines. We compete effectively against many of our larger competitors by offering a broader range of services and with greater depth of knowledge in our chosen therapeutic areas.

Given the background of a number of our senior leadership team, we think with the same focus as our clients - as drug developers and not simply as outsource service providers. Our goal is to meet their actual needs and not simply execute a study.