



Job Title: Head of Legal	Reporting to: CFO	
Revision Date: November 2016	Department: Legal	
Signed: (manager) Date:	Signed: (employee) Date:	Signed: (QP) Date:

Position Overview

To provide counsel on legal issues and guide the management team, ensuring the company operates within the law at all times and limits risk exposure. The Head of Legal will acts as the guardian of the organisation and will have important input into driving the strategic development of the company and the legal department.

Essential main job functions

- Undertake a range of contentious and or non-contentious work including giving advice, by telephone or in writing, attending meetings and the preparation of supporting documents
- Making representations on behalf of the company as and when required to do so
- Draft and negotiate commercial agreements including supply and distribution, manufacturing, licensing and confidentiality
- Manage and maintain trademarks, domains and company IP
- Provide legal advice to business development in relation to strategic corporate acquisitions and licenses and take responsibility for all legal aspects of any due diligence processes
- Act as Company Secretary, manage and maintain the parent company and its subsidiaries
- Set internal governance policies and manage the impact of external factors
- Manage and maintain company share option scheme
- Manage and provide advice on company debt and investor agreements
- Involvement in legal documentation on any new financings (debt or equity)
- Prepare Board papers and materials and present papers to the Board of Directors
- Identify and manage key external relationships with external advisors

Day to day activities will include

- Interpretation of instruction and management of issues arising, implementing appropriate actions according to the assessment of risk and seeking authorisation from the CFO prior to responding on the company's behalf
- Complete and identify processes such as money laundering policy and any other policies required to protect the organisation
- Manage and maintain effective records on all work undertaken for ease of access to documents. Ensuring confidentiality on all matters at all time
- Liaise with the management team and other key players to ensure legal compliance issues are fully understood and adhered to

Financial responsibilities

- Manage departmental budget using external advisors only when necessary and appropriate
- Maintain an understanding of company SOPs, Working Practices and Policies as required under GDP and related to the role.

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Personnel, training and development

- Ensure that continuous professional development is maintained, both professionally and personally
- Day to day management of the legal team including allocation of work activities and providing advice and support
- Adhere to the company performance management processes in a timely manner and ensuring that all team members have development plans

Experience/qualifications required

- Qualified solicitor or Barrister with 5 years PQE
- Previous Pharmaceutical Industry experience is essential
- Knowledge of US, UK and EU regulations relating to pharmaceuticals and medical devices including promotional and distribution laws and regulations
- Understanding of European and non-European commercial agreements, including supply and distribution, manufacturing, licensing, confidentiality
- Experience of intellectual property (previous experience in prosecuting patents is an advantage but not essential as outside counsel will be retained, but must have an understanding of patents and general principals of prosecuting them)
- Knowledge of trademarks, domains and other IP
- Experience of due diligence, sale and purchase agreements
- Experience of financing in relation to equity and debt
- Knowledge and experience of shares and share option schemes
- Previous managerial experience of personnel and external advisers;
- A team player willing to adapt to the task in hand, whilst maintaining an autonomous approach
- IT literate - adept in the use of Word/Excel/Outlook
- An additional European language would be an advantage but not essential.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the on-going needs of the organisation.