



# **Job Description**

## **Legal Office Team Leader**

### **Reports To**

Chief Administrative and Financial Officer

### **Job Responsibilities**

The Legal Office Team Leader is responsible for the coordination of the legal team of the Penta Foundation (3 members).

### **Job Duties**

- Coordinates the legal team of the Foundation
- Creates and/or reviews, negotiates and finalizes contracts with public institutions such as universities, private funders in the pharmaceutical industry or philanthropic world, providers such as contract research organizations
- Creates and/or reviews, negotiates and finalizes data sharing agreements and other agreements with multiple stakeholders in several countries (both EU and non EU)
- Creates templates for clinical trial agreements, study agreements, material transfer agreements, service agreements with a focus on GDPR issues
- Reviews and edits further contractual documents, if needed
- Provides advice and guidance to the programme and training teams relating to contract generation
- Ensures the organization's internal contract documents are accurate and well maintained
- Participates in other activities, teams and committees as assigned

### **Skills and Qualifications**

- Proficiency in both written and oral legal English
- Extensive experience in contract preparation and management in the life sciences sector
- Extensive knowledge of GDPR and related issues in the context of drug development and clinical trials
- Ability to deliver high-quality work under deadlines
- Ability to coordinate legal negotiations with large and heterogeneous consortia, liaising with different legal teams
- Superior organizational skills and the ability to manage multiple projects with shifting deadlines
- Experience in managing a hard workload with conflicting priorities
- Ability to work in an international setting; strong awareness of cultural differences
- Excellent written, oral communication and presentation skills.



- Ability to work independently, take initiative and complete tasks to deadlines.

## Education

- Higher Degree or Master's degree in law
- 5+ years of experience in contract management in the life sciences sector (e.g. pharma, CRO, research institutions)

## Salary

48 K euro (gross salary) + welfare package

## How to apply

You can apply on LinkedIn or sending an email with:

1) a signed CV including the following statement: *I hereby agree for the processing of my Personal Data included in my application for the needs of the recruitment process in accordance with the General Data Protection Regulation EU 2016/679. We will store your CV for 18 months, after this period your data will be deleted from our storage.*

2) a cover letter outlining why you wish to apply and how you meet the specified requirements in this job description.

3) one reference in either your cover letter or CV. Please indicate whether we can approach your references prior to an interview.

Send all materials to [recruiting@pentafoundation.org](mailto:recruiting@pentafoundation.org) with 'PV | Safety Study Officer' in the subject of the email

If you have any queries, please email at [recruiting@pentafoundation.org](mailto:recruiting@pentafoundation.org)