



## Clinical Contracts Manager

<b>Location:</b>	Stirling (FK9) (Office Based)
<b>Salary:</b>	£COMPETITIVE
<b>Job type:</b>	Permanent
<b>Company:</b>	The CLINICAL TRIAL Company™ Limited

An exciting opportunity has arisen for an experienced Clinical Contracts Manager to join The CLINICAL TRIAL Company™ Limited (TCTC), a world-leading full-service clinical research organisation (CRO).

TCTC has offices in the UK, Canada, Australia, Singapore and the USA. We operate throughout Europe, North America, South America, India, China, Africa and Australasia. Our expanding company provides clinical trial services and support to the pharmaceutical and medical device sector.

We are seeking an experienced Clinical Contracts Manager to join The CLINICAL TRIAL Company™ Limited. The successful candidate will be responsible for the lifecycle of the contract with Sponsors, investigators, vendors and others to ensure execution and review. This position will report to the Director based in our UK Headquarters in Knutsford, Cheshire.

### Key Responsibilities:

- Negotiate contracts with Sponsors, investigators and vendors
- Liaise with directors and legal department where necessary
- Negotiate Task Orders with vendors and Sponsors
- Negotiate Contract amendments as required
- Review of External Confidentiality Agreements
- Liaise with relevant departments to gain relevant information for each contract
- Interact with operations personnel to obtain input for contracts and changes in scope and discuss assumptions to generate cost estimates and make recommendations for fee adjustments, as appropriate
- Evaluate client documents and prepare accurate cost estimates
- Obtain third party quotes as required
- Participation in client calls as and when required
- Prepare contracts, confidentiality agreements, master service agreements and other legal agreements
- Ensure that all contract principles applied are in line with company policy, guidelines, standard operating practice and applicable local regulations
- Create payment schedules
- Manage deliverable timelines
- Maintain Contract Log
- Contracts Manager Handover to Finance and Heads of Departments
- May be required to perform additional company related duties from time to time

### Description:

The role will require you to be educated to degree level, at a minimum with prior legal and business experience. The successful candidate will have prior contract (investigator or vendor) and outsourcing experience within the CRO or pharma industry.



## Clinical Contracts Manager

### Key skills required:

- Thorough understanding of clinical development, contract management, project and functional outsourcing management
- Working knowledge of various contract types and complexity levels
- Ability to effectively negotiate business terms and financial costs
- Strong understanding of the drug development process
- Proficiency with budgets and/or financial analysis tools and methods
- Strong project management and organisational skills
- Fluent written and oral English language including familiarity with medical terminology
- Good oral and written comprehension, professional communication
- Able to work with minimum supervision
- Ability to order and prioritise tasks
- Good decision and problem solving ability
- Numeracy
- Good attention to detail
- Excellent time management skills
- Computer Literacy (Word, Excel, PowerPoint, Outlook Express)
- Good Initiative/Self-starter
- Enthusiasm/motivation

TCTC offers prospective candidates a truly exciting opportunity to join a growing and dynamic organisation, developing your career as the company grows. TCTC's employees are vital to our success and so we are looking for candidates to join the company and to stay and grow with us. In return you will be rewarded with excellent opportunities for professional and personal development.

**KEY WORDS:** Clinical Contract Management; Contracts Manager; CRO; Proposal development; BD; Clinical Operations; Budgets; Financial Analysis; Drug Development; Clinical Trial Agreements; Consultant Agreements; RFI; RFP; MSAs; Service Agreements; Legal; Document; Clinical Research

For further information on the role please contact:

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Tel: +44 (0)1565 732 003

Ref: Clinical Contracts Manager - Stirling

**Before you apply for this position it is vital that you are in possession of an EU or UK passport or relevant visa to work without restrictions in the UK.**

**WE ARE SORRY BUT WE DO NOT ACCEPT APPLICATIONS FROM RECRUITMENT COMPANIES**