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## Job Description

Please fill in this form and save it as described in SOP 000151.

Background information	
<b>Name of employee:</b> <i>(John Doe)</i>	<b>LEO-id:</b>
<b>Revised:</b> <i>(date and version)</i>	V1 10 January 2019
<b>Title:</b> <i>(E.g. Specialist, coordinator, project manager, Head of Department etc.)</i>	Global Medical Information Associate (Professional)
<b>Department name:</b> <i>(e.g. Patient Solutions Thrombosis)</i>	Global Medical Information, Global Medical Affairs
<b>Org. Unit ID (optional):</b> <i>(e.g. 30030281)</i>	30023248
<b>Location:</b> <i>(Country/State/Province/Region or City)</i>	United Kingdom
<b>Job type:</b> <i>(e.g. Business Administration &amp; Support, see Pulse for more info, <a href="#">here</a>)</i>	Global Medical Information Professional
<b>Job Level:</b> <i>(e.g. P3, see Pulse for more info, <a href="#">here</a>)</i>	P3
<b>Immediate manager title:</b> <i>(Reports to e.g. Vice President Sourcing)</i>	Head of Global Medical Information
Business responsibility (if applicable)	
<b>No. of direct reports:</b>	0
<b>Financial magnitude:</b> <i>(Budget owner, P/L, Sales and/or Cost)</i>	0
<b>Authority:</b> <i>(Areas where the position holder is accountable)</i>	N/A
Objectives and tasks	
<b>Overall objective:</b> <i>(Short description of the overall objective of the position - the purpose of the role)</i>	<ul style="list-style-type: none"> <li>To provide timely, high quality and accurate scientific Medical Information to LEO affiliate and Global personnel</li> <li>As part of the Global Medical Information team you will assist in the in training and assisting all LEO affiliates and regions in any Database related matters.</li> <li>Assist in the creation and update of Global Content, ensuring it is current and up to date</li> </ul>
<b>Role and responsibilities:</b> <i>(Short description of the tasks and responsibilities which are key to the role. List in prioritised order)</i>	Content Management System : Assist Senior Colleagues to develop and maintain global standard Medical Information responses to a high scientific



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	<p>value. Ensure responses held within Content Management are up to date at all times and relevant to the product licences, including safety data. Assist Senior Colleagues by being proactive in the production of said responses in anticipation of trends in enquiries as they relate to LEO Pharma medicinal products, cosmetics and devices.</p> <p>Ensure high standards of Global Medical Information provision by responding to affiliate and global Medical Information requests in a timely, accurate and scientifically balanced manner from a variety of sources, including but not limited to – clinical trial data, published studies/meta-analyses/internal data/internet/Market Research, and liaison with Global Scientific Advisers and other relevant Global colleagues.</p> <p>Assist the Department Co-ordinator in the coordination of enquiries received regarding the use of the Global Medical Information Database and providing answers to Medical Information enquiries.</p> <p>Assist Senior Colleagues by providing training to affiliates, Global Medical Information team and other internal LEO teams as required.</p> <p>Assist in the production of Department reports such as product Medical Information Intelligence Reports as and when required.</p> <p>Assist Head of Department and Senior colleagues by providing key support in the implementation of Product/Company Acquisition projects including, but not limited to the implementation of new products to the Global Medical Information Database.</p> <p>Attend and contribute to Department meetings.</p> <p>Ensure compliance to all LEO Group Guidelines, Policies and procedures.</p>
<p><b>Key working relationships:</b> <i>(Interface and cooperation with e.g. internal functions or external partners)</i></p>	<p><b>Internal:</b> Including but not limited to: LEO Affiliates; LEO Regional Offices; LEO Global Colleagues <b>External:</b> Including but not limited to: Database provider</p>
<p><b>Job specific competencies</b></p>	
<p>Requirements to e.g.:</p> <ul style="list-style-type: none"> <li>• <i>professional</i> competencies (education, training, experiences)</li> <li>• <i>business insights</i> (knowledge of the business and industry)</li> <li>• <i>behavioural</i> competencies (demonstrated behaviours - see Pulse for more info, <a href="#">here</a>)</li> </ul>	<p><b>PROFESSIONAL COMPETENCIES</b> Scientific Degree/Pharmacist/Nurse or equivalent Degree level or equivalent. Strong technical/scientific writing skills and verbal communication</p> <p><b>BUSINESS INSIGHTS</b> Experience in the Pharmaceutical Industry Medical Information is desired</p> <p><b>BEHAVIOURAL COMPETENCIES</b> <b>Customer Focus</b></p>



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	<p>Always acts with the customer in mind and uses this information to improve information provided. Dedicated to meeting the expectations and requirements of internal and external customers and maintaining effective relationships by garnering their trust and respect. Ability to change the approach and message depending on who the customer is.</p> <p><b>Interpersonal Savvy</b> Relates well and can build constructive and effective relationships across a broad spectrum of people</p> <p><b>Priority Setting</b> Identifies what is important and can prioritise critical tasks. Can identify what the key tasks are in order to reach a goal/target; eliminates roadblocks and creates focus.</p> <p><b>Integrity and Trust</b> Is widely trusted and is seen as direct and truthful. Keeps confidences; admits mistakes and doesn't misrepresent themselves for personal gain.</p> <p><b>Innovation Management</b> Can bring creative ideas to a successful conclusion; Develops good judgement about which creative ideas and suggestions will work and can project how potential ideas can play out.</p> <p><b>Communication Skills</b> Effective in a variety of formal presentation settings, inside and outside LEO Pharma including, global affiliates, Management, patients, Healthcare Professionals, one to one, small and large groups.</p>
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<p><b>Job description hereby understood and agreed:</b></p> <p>Date:</p> <p>_____</p> <p>Employee's signature</p>	<p><b>The correctness of the job description is hereby confirmed :</b></p> <p>Date:</p> <p>_____</p> <p>Manager's signature</p>
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**Acknowledgement**

LEO Pharma reserves the right to make modifications to this job description as deemed necessary by changing position and business requirements.

The job description is a requirement under LEO Pharma's Quality Management System. It does not form part of the employment agreement between the employee and LEO Pharma and cannot be relied on in this respect.