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Job Description

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

Background information	
Name of employee: <i>(John Doe)</i>	LEO-id:
Revised: <i>(date and version)</i>	April 2019, v1
Title: <i>(E.g. Specialist, coordinator, project manager, Head of Department etc.)</i>	Medical Manager, Biodermatology UK/IE, with EU+ Northern Cluster (Nordics & AU/NZ) responsibility
Department name: <i>(e.g. Patient Solutions Thrombosis)</i>	Medical Affairs
Org. Unit ID (optional): <i>(e.g. 30030281)</i>	
Location: <i>(Country/State/Provence/Region or City)</i>	Hurley, LEO UK
Job type: <i>(e.g. Business Administration & Support, see Pulse for more info, here)</i>	
Job Level: <i>(e.g. P3, see Pulse for more info, here)</i>	P6
Immediate manager title: <i>(Reports to e.g. Vice President Sourcing)</i>	Medical Director
Business responsibility (if applicable)	
No. of direct reports:	2
Financial magnitude: <i>(Budget owner, P/L, Sales and/or Cost)</i>	2
Authority: <i>(Areas where the position holder is accountable)</i>	ABPI, PMCPA, BHBIA, MHRA, HPRA and IPHA
Objectives and tasks	
Overall objective: <i>(Short description of the overall objective of the position - the purpose of the role)</i>	Provide Medical input into Marketing/Sales strategy and Medical support for operations for all LEO products, with particular emphasis on Biodermatology Division products. Medical advice to the MSLS
Role and responsibilities: <i>(Short description of the tasks and responsibilities which are key to the role. List in prioritised order)</i>	1. Provide satisfactory day to day management & staff development within the UK/IE Medical Affairs team of Dermatology MSLS.



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2. Respond, within agreed timelines, to escalated Medical Information enquiries when requested.
3. Develop and maintain good working relationships with appropriate Corporate and UK personnel
4. Develop and maintain good working relationships with existing and emerging Key External Expert HCPs
5. Maintain up to date clinical knowledge in appropriate therapeutic areas, and provide appropriate strategic and operational input into LEO objectives
6. Work with the cross-functional teams and Cluster EU+ North Delivery Teams to help produce materials and activities as briefed by the EU+ Derma Steering Team
7. Provide Marketing Divisions with an efficient and effective PMCPA/IPHA Code compliant medical approval service to help optimise achieving business goals
8. Keep the Medical Director briefed on relevant clinical development projects or clinical issues within LEO Pharma
9. Supervise the review, approval of funding and follow up of Investigator Initiated Study (IIS) proposals
10. Influence HQ in gaining approval for LEO UK/IE phase IV and IIS studies which meet identified local marketing needs. Thereafter support implementation and operation as appropriate.
11. To provide leadership and demonstrate the values consistent with the LEO corporate Code of Conduct.

Job Tasks:

1. Ensure that suitably qualified staff are recruited and ensure that staff are trained by coaching and attendance at appropriate meetings. Regularly monitor workload and review progress with direct reports. Divisional meetings to share information and experience. Provide advice and guidance where required. Responsible for recruitment, training, appraisal and development of staff.
2. Oversee promotional approvals service by regularly assessing Approvals Schedule and prioritising items on Zinc with Originators and Reviewers. Keep up to date with Code rulings/advice.



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	<ol style="list-style-type: none">3. Keep up to date with Code rulings/advice. Review and approve promotional material to ensure relevant Code compliance4. Attend relevant conferences and scientific meetings to maintain and develop a network of contacts with specialists and customers within the LEO therapy areas and within the industry. Liaise with Local and Corporate Marketing in respect of agreeing management of senior/international key external experts5. Regularly review clinical articles relating to therapeutic area and attend update events e.g. scientific meetings, conferences/symposia6. Investigate and respond to complaints regarding LEO promotional activities, if required7. Assistance to Sales and Marketing colleagues on relevant clinical issues, as required8. Attend appropriate UK, Ireland and Corporate Medical/Marketing Meetings9. Monitor and review Medical Affairs costs on an ongoing basis to ensure compliance with budget, and that expenses are cost effective and maximise available resources.10. Assist with escalated Medical Information enquiries when require
<p>Key working relationships: <i>(Interface and cooperation with e.g. internal functions or external partners)</i></p>	<p>External:</p> <ul style="list-style-type: none">• Customers, Investigators, Regulatory Authorities, Trade Associations, Pharmaceutical Industry• Leaders in therapeutic areas relevant to LEO <p>Internal:</p> <ul style="list-style-type: none">• Medical Division staff• Management Committee• Senior Management in Sales and Marketing• Product Managers• Other departmental Managers in UK/IE• Medical teams from LEO Denmark and other affiliates



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		<ul style="list-style-type: none"> Marketing teams from LEO Denmark
Job specific competencies		
Requirements to e.g.: <ul style="list-style-type: none"> <i>professional</i> competencies (education, training, experiences) <i>business insights</i> (knowledge of the business and industry) <i>behavioural</i> competencies (demonstrated behaviours - see <i>Pulse</i> for more info, here) 	Professional: <ul style="list-style-type: none"> Medically qualified = GMC Full registration with license to practise Minimum of 2 years clinical experience. Suitable amount of pharmaceutical industry experience, mainly/most recently in Medical Affairs. Experience in management. Background in dermatology is desirable Behavioural: <ul style="list-style-type: none"> Strong leadership skills High ethical standards Strategic Focus Excellent communication skills Ability to build and maintain relationships Ability to build and motivate a team 	
Job description hereby understood and agreed: Date: _____ Employee's signature	The correctness of the job description is hereby confirmed : Date: _____ Manager's signature	

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