

Compliance Executive

Location: Hurley, UK

Posted Date: October 2021

• **Dermatology**
beyond the skin

Are you interested in working at LEO Pharma in the UK?

At LEO Pharma, we are pioneering together.

We help people with skin diseases live fulfilling lives by advancing dermatology beyond the skin.

We drive dermatology with our knowledge, collaboration and curiosity. We are at the forefront of science in developing new medicines for dermatology. Each one of us at LEO Pharma can make a real impact in our everyday work. We encourage each other to explore new ways of doing things. We are empowered to be bold and take initiative to bring our ideas to life – and we have the space to develop, grow and gain a real breadth of experience. We are a company built on mutual respect and a shared sense of purpose, driven by our caring culture and a deep-rooted commitment to helping others. As a purpose-driven company, we put patients first and invest in tomorrow's solutions to change lives for generations to come. This is what makes us different!

For us, pioneering together is about constantly improving and extending what's possible for each other, our company, and our patients.

LEO Pharma

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Job purpose: To work with the Head of Compliance and Medical Governance to support a positive compliance culture and continue to raise awareness of healthcare and corporate compliance processes and systems in LEO Pharma UKIE

Job Responsibilities:

Audit and monitoring

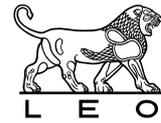
- Development and maintenance of processes and resources for internal audits and monitoring activities
- Support for UK/IE annual risk assessment and ongoing audit and monitoring plan

Training

- Compliance onboarding of new employees
- Development and delivery of compliance training initiatives for both head office and field employees, and maintenance of compliance training records
- Develop and maintain repository of compliance learning and awareness resources

Advice and approval

- Provide advice and support to internal stakeholders on the compliance requirements for promotional and non-promotional activities



- Act as AQP for compliance review and approval of head office and field-initiated activities

Disclosure

- Management of UK and IE disclosure requirements

Systems and processes

- Update policies & procedures as necessitated by changes in internal and external requirements and ensure these are incorporated in all relevant systems that support UK/IE processes



Professional Competencies:

- Life science degree or equivalent
- Knowledge of the self-regulatory framework for the pharmaceutical industry: ABPI Code of Practice, regulatory authority (MHRA) requirements, MHRA guidelines for the promotion of medicines. IPHA and HPRA knowledge desirable but not essential
- Ideally, familiarity with PromoMats and Veeva CRM, as well as IT tools such as Word, Excel and Powerpoint
- Excellent organizational and team working skills
- An ability to work with cross functional teams
- Proactive and a strong drive for results
- Strong communication skills, both written and verbal
- An ability to work to tight timelines