



## Job Description

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

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Background information	
<b>Name of employee</b> (John Doe)	<b>LEO-id</b>
<b>Revised</b> (date and version)	July 2019
<b>Title</b> (E.g. Specialist, coordinator, project manager, Head of Department etc.)	Organisation Effectiveness Learning Partner
<b>Department name</b> (e.g. Patient Solutions Thrombosis)	People and Organisation, Europe North ANZ
<b>Org. Unit ID (optional)</b> (e.g. 30030281)	
<b>Location</b> (Country/State/Provence/Region or City)	
<b>Job type</b> (e.g. Business Administration & Support, see Pulse for more info, <a href="#">here</a> )	
<b>Job Level</b> (e.g. P3, see Pulse for more info, <a href="#">here</a> )	P4
<b>Immediate manager title</b> (Reports to e.g. Vice President Sourcing)	Organisation Effectiveness Manager
Business responsibility (if applicable)	
<b>No. of direct reports</b>	0
<b>Financial magnitude</b> (Budget owner, P/L, Sales and/or Cost)	
<b>Authority</b> (Areas where the position holder is accountable)	
Objectives and tasks	
<b>Overall objective</b> (Short description of the overall objective of the position - the purpose of the role)	To maximise the performance of people through appropriate learning and organisation effectiveness interventions to deliver our commercial business objectives. To support the identification of skills, competencies and knowledge required to future proof and optimise our business. Building capability at multiple levels across the Europe North ANZ Cluster.
<b>Role and responsibilities</b>	Partners across the Europe North ANZ Cluster to understand the business. Understands important



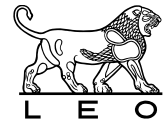
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<p>(Short description of the tasks and responsibilities which are key to the role. List in prioritised order)</p>	<p>external environmental trends and changes, anticipates industry and organisation effectiveness and learning responses and future skills and capability requirements.</p> <p>Cluster responsibility for OE learning within UK/Ireland, Nordics and Australia/NZ. Work where required with the Nordics and Australia/NZ as directed by OE manager and People Director. Occasional travel may be required to fulfil these responsibilities</p> <p>Identification of skills, capabilities and knowledge required to future proof and optimise the business for the benefit of patients, customers and LEO. Supports the OE manager in the design and delivery of the LNA annually as a minimum with input from XFT teams and ASP/COP plans.</p> <p>Supports the OE manager in the production of team development plans (POPs) that support the overall Cluster North Europe and ANZ learning and development plan. Works collaboratively to identify key training priorities and defines the specific initiatives to improve business performance.</p> <p>Designs and delivers bespoke coaching and development programmes and interventions to develop skills and capabilities. Minimises delivery outside of the agreed overall learning plan.</p> <p>Ensure development programmes utilise a wide variety of methods and interventions, including digital and social methods. Assess the effectiveness of all learning programmes and measure the return on investment to make future decisions. Measures all interventions and continually raises performance bar and aspires for improvement. Communicates the value back to sales and marketing and other business partners.</p> <p>Ensure that new recruits receive a comprehensive onboarding to LEO and to their role.</p> <p>Undertake key projects when necessary in line with the business need and the learning and development plan for the Cluster. Provides internal consultant support, meeting facilitation and design of workshops and syndicates. Provide support for company meetings and conferences as the business demands.</p> <p>Promotes and adheres to all company policies and procedures including but not limited to Code of Conduct, external compliance codes, IT and data confidentiality.</p>
<p><b>Key working relationships</b></p>	<p>External: Organisation effectiveness and learning providers. Healthcare professionals.</p>



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<p>(Interface and cooperation with e.g. internal functions or external partners)</p>	<p>Internal: Close working with other members of the People team, sales, marketing, medical, commercial, teams in both office and field functions. Other departments within the UK/Ireland, Nordics, ANZ, regional and Global as required.</p>
<p><b>Job specific competencies</b></p>	
<p>Requirements to e.g.</p> <ul style="list-style-type: none"> <li>● <b>Professional competencies</b> (education, training, experiences)</li> <li>● <b>Business insights</b> (knowledge of the business and industry)</li> <li>● <b>Behavioural competencies</b> (demonstrated behaviours – see Pulse for more info, <a href="#">here</a>)</li> </ul>	<p><b>Professional competencies</b></p> <ul style="list-style-type: none"> <li>● Training &amp; learning design, delivery and measurement</li> <li>● Healthcare environment knowledge</li> <li>● Therapy and disease knowledge</li> <li>● Product and brand knowledge</li> <li>● Systems, compliance and operating procedures knowledge</li> </ul> <p><b>Other</b></p> <p>a) Educated to degree level or equivalent, ideally in life sciences.</p> <p>b) Minimum 2 years demonstrable successful sales and account management experience.</p> <p>c) Experience of training and coaching, minimum 2 years. Ideally with a CIPD qualification in learning or equivalent.</p> <p>d) Excellent healthcare, product and therapy area knowledge.</p> <p>e) Excellent understanding of accepted L&amp;D processes such as modern workplace learning methods, LNAs, coaching models, sales models, Learning Styles, and evaluating L&amp;D interventions.</p> <p>f) Excellent presentation/training delivery and facilitation skills.</p> <p>g) Demonstrable planning and organisational skills.</p> <p>h) Excellent communication skills, both verbal and written.</p> <p>i) Confidence in influencing both peers and leaders within the business.</p>
<p><b>Job description hereby understood and agreed:</b> Date:</p>	<p><b>The correctness of the job description is hereby confirmed:</b> Date:</p>



----- Employee's signature	----- Manager's signature
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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.