Contracts Manager / Paralegal

Location: Hybrid/Scale Space, White City, London
Duration: Permanent
Hours: Full time (37.5 hrs/ week)

General Purpose and Scope

Avacta Therapeutics is a clinical stage oncology drug company. Our aim is to utilise our innovative therapeutic platforms to treat cancer and other diseases to provide benefit to patients, including those who do not respond to existing therapies.

We have our own drug discovery and development laboratories located at Scale Space in London, a new hub of technology and life science organisations, while also collaborating with academic labs and industry.

Our Affimer® biotherapeutics platform is a novel biotherapeutic based on a naturally occurring human protein. This can be engineered to bind target proteins with antibody-like affinity and specificity, with the benefit of engineering additional specificities and payload delivery.

Our pre|CISION™ tumour targeted chemotherapy is undergoing clinical trials. This targeted chemotherapy platform releases active drug only in the tumour, thereby limiting systemic exposure of potentially toxic anti-cancer treatments.

The Role of Contracts Manager / Paralegal

Innovation and collaboration are key for Avacta, and we are looking for someone to prepare, amend and maintain contracts and associated deadlines in compliance with Avacta Therapeutics' policies, procedures and SOPs, to ensure consistency and appropriate protections.

Reporting to, and working closely with the COO, you will be responsible for the day-to-day management and maintenance of accurate records and inspection-ready contract documentation with respect to Avacta's external activities. This will include looking for continuous improvements within the contract management system and its application across Avacta.

This hybrid role can either be office-based or worked remotely with a visit to the London offices from time to time when required. You will work closely with colleagues within the research and operations teams to implement requests in a timely and efficient manner to ensure efficient support to enable the preclinical research and progression to and through the clinic.

Main Duties and Responsibilities

- Liaise closely with colleagues to prepare and amend contracts in support of clinical, regulatory, CMC, research, and operations functions, including work orders, change orders, material transferagreements, CDAs, consultancy agreements, contract letters etc.
- Ensure that all contracts are inspection ready and meet tracking/traceability audit requirements.
- Update and maintain fit for purpose contract management systems, contracting processes, legal templates, SOPs and policies.
- Be point of contact for internal colleagues for contract needs, inquiries, training and process implementation. Be external point of contact for related activities.
- Demonstrate strong ability to work independently but collaboratively to accomplish objectives, using good judgment to spot issues and provide possible solutions.
- Maintain, track and monitor outsourced contracts in areas of responsibility, with notification when new activity is required, eg, renewals, expiries, payments etc. Ensure accurate tracking records.
- Prepare management reports to support monitoring and management of external activities as required.
- Expanding into adjacent activities to support the growing needs of Avacta as skills and interests align with needs. Working closely with outside legal council in the UK and US for complex MSAs and SOWs providing the link between Avacta and the proposed supplier.
- Review, amend and execute CDAs in accordance with Avacta policies.
- Working closely with the Avacta senior management team in the UK and US.
- Maintain the contract management system and update as required in addition to enhancing the system as Avacta grows and develops.

This job description is not exhaustive, and you may be required to undertake other duties that are in line with the above responsibilities.

Education/Experience/Skills

- Educated to degree level with several years industry experience, preferably in a biotech or pharmaceutical company.
- Flexible, pragmatic and practical, highly motivated to ensure that activities meet challenging timelines and able to propose practical, compromise solutions to problems
- Ability to work independently, take the initiative, planning and managing multiple and varied tasks and prioritise workload

- Commitment to high-quality and diligent standards, with attention to detail and rigorous record-keeping.
- Ability to work co-operatively with others, as part of a team, engaging constructively with colleagues at all levels to deliver objectives, using effective communication skills.
- Enjoys working in a structured environment and is willing to comply with Avacta's Standard Operating Procedures and Policies.
- Good IT skills including confidence with use of databases and contract management systems.
- Willing and able to work flexible hours as may be required from time to time.

Applications

Helen Reynolds at Vita Research Associates is our dedicated independent Talent Acquisition Consultant. Please send your CV to Helen at the following address: helen@vitaresearch.co.uk.

For further information or if you have any questions or concerns about the role or the recruitment process, please address them to Helen directly on +44 (0)7780 968489 or via the email above.

Equal opportunities

Avacta Therapeutics proudly operates as an equal opportunities' employer that values diversity and inclusivity. We therefore welcome all applications regardless of disability, age, gender, sexual orientation, marital status, colour, race, religion, or ethnic origin.