

## Solicitor – Job Description

### Role Purpose:

Provide in-house legal support to the business.

### Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To assist in advising on corporate and commercial matters, including co-ordinating and liaising with external legal support from the Group's panel on very complex matters.
- To provide contract law and intellectual property advice, including advising on terms and conditions, and assisting internal clients as one of the main legal points of contact for the extensive range of NDAs put in place across the business monthly.
- To assist in dealing with general commercial contracting matters, as requested.
- To assist in relation to any disputes relating to breach of contract with staff, customers, partners, or third parties.
- With support and supervision, to assist the Legal Team in providing legal support to the HR team.
- To assist with providing legal training to Group staff on legal matters.
- To assist the Legal Team in providing creative legal advice across the full range of business activity where legal input (of all types) is required, which may include:
  - Advanced transactional agreements including funding agreements, collaboration agreements, contractual joint ventures, and complex sales agreements.
  - Corporate transactional advice, which may include transactions in relation to the disposal of subsidiaries, the attraction of investment into subsidiaries, corporate restructuring, membership models, and related due diligence matters.
  - Property and construction law advice relating to the Group's current and any future premises.
  - Commercial contentious matters pre-litigation with a view to early settlement, for example in relation to faulty goods and services or bad purchasing transactions.
  - Supporting the Procurement team on legal matters relating to purchasing and procurement law.
  - General Data Protection Regulations (GDPR) compliance.
  - Subsidy Control compliance; and
  - Maintaining contractual legal templates used in the Group's business development, sale, and procurement activities.
- To work in such a way that complies with CPI's ISO 9001 procedures and with Solicitor's Regulatory Authority requirements.
- To assist in providing legal support on all corporate and commercial transactions whether directly or in conjunction with external lawyers on complex matters. Transactions may range from thousands of pounds up to several million pounds.
- To take direction and support from Senior Solicitor colleagues / the Legal Lead and from the Director of Legal on all matters that the Director of Legal decides require supervision or where there are intervening commercial interests.

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It is expected that the jobholder will on average have a workload of 40 to 50 active matters pro rata at any time, although this will vary depending on the needs of the business.

### Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality, or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

### Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that it is attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained, and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions, and undesirable results.

**Direct reports:** No direct reports

### Person specification

#### Education / Qualifications:

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Essential:	Desirable:
<p>Educated to Degree level (or equivalent) in a business related or legal discipline.</p> <p>Must be either a chartered legal executive or a qualified solicitor in England and Wales with a current Practising Certificate and no disciplinary history. A Solicitor must be of at least one years' PQE including CPD and SRA compulsory training modules.</p>	

Competencies and behaviours	
<p><b>Leadership (Influencing)</b></p> <ul style="list-style-type: none"> <li>Promotes commitment to our PRIDE values, strategy, vision, and direction.</li> <li>Motivates, inspires, and build resilience in others by making the vision shareable by everyone, and ensuring that teams are purposefully empowered in order to work efficiently.</li> <li>Rewards and celebrates success with colleagues and teams.</li> <li>Future proofs work practices.</li> <li>Trusts others' judgment and demonstrates radical thinking, including a willingness to try new things, even at the risk of failure.</li> </ul>	<p><b>Decision Making (Influencing)</b></p> <ul style="list-style-type: none"> <li>Confidently draws reliable conclusions from diverse and sometimes incomplete data.</li> <li>Proactively sources and refers to how others have tackled similar problems previously.</li> <li>Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits.</li> <li>Thinks ahead, ensuring that the potential of teams and projects are unlocked and making future focused decisions.</li> </ul>
<p><b>Communication (Influencing)</b></p> <ul style="list-style-type: none"> <li>Comfortably employs a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations.</li> <li>Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment.</li> </ul>	<p><b>Developing self and others (Influencing)</b></p> <ul style="list-style-type: none"> <li>Assesses the skills and competence of others within the organisation and recommends development activities.</li> <li>Brings diverse people together for collaboration, ensuring that employees are open to new ideas and effective collaboration.</li> <li>Gives performance feedback in a timely manner on an informal basis regularly.</li> <li>Actively shares expertise and learning across the organisation.</li> <li>Takes personal accountability for success or failure of direct reports.</li> </ul>

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Collaboration (Guiding)	Delivery (Influencing)
<ul style="list-style-type: none"> <li>• Displays a collaborative style in day-to-day working whilst motivating others to achieve optimal performance and results.</li> <li>• Fosters an inclusive atmosphere throughout their teams where ideas and creativity can thrive, and people feel empowered to be their whole selves.</li> <li>• Develops relationships which facilitate the resolution of complex tasks and can apply different techniques to effectively mitigate any conflict.</li> <li>• Can negotiate skilfully in tough situations with all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares and maintains schedules for activities and events for projects.</li> <li>• Delegates responsibilities for tasks and decisions to the appropriate staff; sets SMART objectives and monitors progress, fostering an atmosphere of purposeful empowerment in order to allow teams to function efficiently.</li> <li>• Researches capabilities and constraints, in advance of a project, which could affect its approach and outcomes.</li> <li>• Holds people accountable for achieving results.</li> </ul>

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### Knowledge and Experience:

Essential:	Desirable:
<p>Up to date understanding of intellectual property and contract/commercial law and best legal and commercial practice in a live business context.</p> <p>The ability to provide, and a proven track record of providing, quality legal advice with a commercial slant, and understand the commercial realities and needs of a business.</p> <p>Good working knowledge of office software packages.</p> <p>Experience of working in a commercial law firm, or in industry as an in-house lawyer.</p> <p>Experience of working in a cross-functional role interfacing with people at all levels within a business.</p> <p>Experience of dealing with a wide range of commercial property matters creatively.</p> <p>Experience of dealing with confidentiality and secrecy arrangements.</p> <p>Experience of dealing with intellectual property matters handled creatively in a business environment.</p> <p>Knowledge of basic contracts in an intellectual property context.</p> <p>Experience of dealing with high value and/or complex transactions, including with overseas companies.</p>	

Signature of Job Holder



## Solicitor – Job Description

By signing this you confirm you have read, understood, and agree to work in alignment with the above job description.

<b>Printed name</b>	Emma Oakes
<b>Signature</b>	<small>DocuSigned by:</small> <i>Emma Oakes</i> <small>9B56A12E88644DE...</small>
<b>Date</b>	10/17/2023