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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:
Revision Date: <i>(dd-mmm-yyyy)</i>	05-MAY-2017
Title: <i>(E.g. Specialist, coordinator, project manager, Head of Department etc.) (Outline internal vs. external, if applicable)</i>	Contracts Manager
Department name: <i>(e.g. Patient Solutions Thrombosis)</i>	Thrombosis – 12210
Org. Unit ID (optional): <i>(e.g. 30030281 or N/A)</i>	Ca3130003964
Location: <i>(Country/State/Province/Region or City, as applicable)</i>	Canada
Job type: <i>(e.g. Business Administration & Support, see Pulse for more info, here)</i>	Generic Professionals
Job Band & Job Level: <i>(e.g. P3, see Pulse for more info, here)</i>	P2
Immediate manager title: <i>(Reports to e.g. Vice President Sourcing)</i>	Business Unit Director, Thrombosis
Business responsibility (if applicable)	
No. of direct reports:	N/A
No. of reports in total:	N/A
Financial magnitude: <i>(Budget owner, P/L, Sales and/or Cost)</i>	As oversight of all Thrombosis contracts with hospital and GPOs, assisting with negotiations and collaborating with Finance to ensure optimal contract terms.
Authority: <i>(Areas where the position holder is accountable)</i>	Group Purchasing Organization (GPO) and Hospital contract pricing
Objectives and tasks	
Overall objective: <i>(Short description of the overall objective of the position - the purpose of the role)</i>	The overall objective of the role is to ensure the accurate and timely preparation of RFP's (Request for Proposals) for Group Purchasing Organizations (GPOs) and hospitals to ensure revenue optimization and product profitability for all products
Responsibilities: <i>(Short description of the tasks and responsibilities which are key to the role. List in prioritised order)</i>	<ul style="list-style-type: none"> • Develop models for RFP's (Request for Proposals) for Group Purchasing Organizations (GPOs) and unique hospitals/hospital networks, to ensure revenue optimization and product profitability for all LEO business products. • Work closely with Regional Business Development Managers and their teams to determine proper assumptions and sales data, and to grow and maintain GPO and customer relationships. • Lead the opportunity analysis function and develop interactive, intuitive pricing models to position Patient Solutions Thrombosis as a competitive and value



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	<p>added product.</p> <ul style="list-style-type: none"> • Discuss cost implications with C-suite customers at institutional level (hospital accounts, GPO's) and remain centre with engagement related to presenting all financial proposals and responding to customer questions. • Support the Regional teams and LEO cross functional brand team by providing guidance and recommendations related to the RFP process and submissions. • Manage regular tracking of yearly discounts against contract agreements and liaise with finance for monthly accruals. Provide visibility to business units on discount impact on P&L and assumptions. • Analyze and validate assumptions for successful hospital tender to assess with Business units and Finance and plan for expected revenue increase and forecasting. • Provide transaction and rebate reports to all LEO Pharma contract holders as agreed or upon request. • Assist with the completion and analysis forecasts/projections (liaising as necessary with Ad Ops, Sales teams, Business Intelligence and Finance) • Using varied inputs and reporting systems perform regular and ad hoc analysis on sales data to provide insights on performance and trends to Sales Leadership. • Provide strategic and tactical support to sales management and senior management team on sales execution • Implement effective customer targeting and reporting tools to support on-going sales promotion and assist management in evaluating sales productivity/performance <p>General</p> <ul style="list-style-type: none"> • Ensure compliance with appropriate SOP's, policies and guidelines. • Complete mandatory training in assigned timelines upon hire as well as when new policies, SOP's, guidances are issued. • Participate in personal development and training sessions as required for the position. • Work in a safe manner that does not endanger yourself or co-workers. Report any health or safety concerns (internal and external) in compliance with LEO policy and standard procedures. • Strive to consistently uphold LEO Pharma's core values. • Execute other duties as may be required by Executive team members and other members of LEO Pharma's Management team as training and experience allow.
<p>Key working relationships: <i>(Interface and cooperation with e.g. internal functions or external partners)</i></p>	<p>This position will interact with internal stakeholders within the Thrombosis, Scientific Affairs, Finance and global teams. Externally, this position will interact with GPO management teams, hospital management, and consultants.</p>
<p>Job specific competencies</p>	
<p>Requirements to e.g.:</p> <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 Pulse for more info, here) 	<ul style="list-style-type: none"> • B.Sc. and/or Business degree (Business and Finance educational background) • Experience working with contracts, tenders and RFPs at a hospital level is preferred • Exceptional skills with details and strong analytical skills • Able to interpret financial data and produce meaningful reports and relay the insights and recommendations • Strong communication and presentation skills as well as solid interpersonal skills • Ability to influence and negotiate • Experience interacting with all levels of the organization and external parties • Superior time management and organizational skills • Able to work as part of a team as well as independently



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	<ul style="list-style-type: none"> • Excel skills <p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> • Customer Focus • Drives Results • Plans and Aligns • Instills Trust • Collaborates • Builds Networks • Courage • Nimble Learning • Action Oriented • Manages Ambiguity • Cultivates Innovation • Communicates Effectively • Business Insights • Strategic Mindset • Decision Quality
Working Conditions:	<ul style="list-style-type: none"> • Normal business environment • May require business travel 5-10% of the time
<p>Job description hereby understood and agreed:</p> <p>_____</p> <p>Employee's signature</p> <p>Date:</p>	<p>The correctness of the job description is hereby confirmed :</p> <p>_____</p> <p>Manager's signature</p> <p>Date:</p>

Acknowledgement
<p>LEO Pharma reserves the right to make modifications to this job description as deemed necessary by changing position and business requirements. The job description documents the general nature and level of work but is not intended to be a comprehensive list of activities, duties and responsibilities required of job incumbents. Therefore, job incumbents are expected to perform all other duties as assigned or required, as training and experience allow.</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>