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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>	01-June-2018
Title: <i>(E.g. Specialist, coordinator, project manager, Head of Department etc.) (Outline internal vs. external, if applicable)</i>	Dermatology Specialty Representative
Department name: <i>(e.g. Patient Solutions Thrombosis)</i>	Dermatology
Org. Unit ID (optional): <i>(e.g. 30030281 or N/A)</i>	N/A
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>	Sales and Account Management
Job Band & Job Level: <i>(e.g. P3, see Pulse for more info, here)</i>	P3
Immediate manager title: <i>(Reports to e.g. Vice President Sourcing)</i>	Regional Business Manager
Business responsibility (if applicable)	
No. of direct reports:	0
No. of reports in total:	0
Financial magnitude: <i>(Budget owner, P/L, Sales and/or Cost)</i>	<ul style="list-style-type: none"> Responsible for adherence to LEO company policies and guidelines related to expenses and business related expenditures. Manage personal expenditures according to set policies and direction from department management who manages team budget/P&L
Authority: <i>(Areas where the position holder is accountable)</i>	N/A
Objectives and tasks	
Overall objective: <i>(Short description of the overall objective of the position - the purpose of the role)</i>	Reporting to the Regional Manager, the Representative will build customer partnerships, promote marketed products and strategically position LEO for the successful launch of new products.
Responsibilities: <i>(Short description of the tasks and responsibilities which are key to the role. List in prioritised order)</i>	<p><u>Sales and Expenses</u></p> <ul style="list-style-type: none"> Achieve sales objectives for marketed products Achieve positive growth in YTD market share Achieve specific objectives for pre-marketed products and indications Develop, maintain and work within expense budgets related to territory



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	<p>activities (promotional, pre-marketing, and travel)</p> <p><u>Territory Business Planning</u></p> <ul style="list-style-type: none"> • Create and implement territory business plan • Plan and execute CMEs • Contribute to the strategic and tactical planning processes by interpreting market trends, reflecting customer issues, recommending strategies, tactics and budgets for field activities • Identify and follow-up on specific actions <p><u>Product and Therapeutic Knowledge</u></p> <ul style="list-style-type: none"> • Obtain and maintain comprehensive product, therapeutic market and competitive knowledge • Provide market intelligence to the product manager <p><u>Pharmacovigilance & Compliance with Adverse Events</u></p> <ul style="list-style-type: none"> • Recognise that PV cases may come to your knowledge in this role and fulfil the responsibility to forward any adverse event and patient safety cases to the local Pharmacovigilance department in accordance with company policies <p><u>Selling/Communication Skills</u></p> <ul style="list-style-type: none"> • Appropriately utilize selling material in compliance with LEO policy. • Effectively and consistently use selling and communication skills to gain commitment from customers (internal and external) • Develop advocates in the medical community who are able and willing to positively discuss the activities in Dermatology and issues related to the adoption, reimbursement and growth of LEO products with their colleagues • Bring customer issues to the attention of relevant internal business partners and, where appropriate, take the lead in dealing with these issues <p><u>Quality Assurance and Compliance</u></p> <ul style="list-style-type: none"> • Ensure that all portfolio product samples are received into inventory, tracked, stored, inspected, distributed and disposed of in accordance with LEO SOP standards <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure timely completion and accuracy of all administrative responsibilities including: reports, profiling, expenses, correspondence and other duties as required • All other duties as assigned and as training and experience allow <p><u>General</u></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, guidance's 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>External: HCPs, Patient Groups, KOLs and professional organizations. Internal: Sales Force, Medical, and Marketing teams.</p>
<p>Job specific competencies</p>	
<p>Requirements to e.g.:</p> <ul style="list-style-type: none"> • professional competencies (education, training, 	<ul style="list-style-type: none"> • B.Sc and/or Science/Healthcare degree (preferred) • 3-5 years of experience in a pharmaceutical / Hospital setting



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<p>experiences)</p> <ul style="list-style-type: none"> • <i>business insights</i> (knowledge of the business and industry) • <i>behavioural</i> competencies (demonstrated behaviours - see <i>Pulse</i> for more info, here) 	<ul style="list-style-type: none"> • Experience in working with MS office in Windows Environment • Must have a valid driver's license <p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> • Stakeholder Focus • Business Acumen • Priority Setting • Drive for Results • Demonstrating Courage • Interpersonal Savvy • Learning on the Fly • Communication
<p>Working Conditions:</p>	<ul style="list-style-type: none"> • This role require significant time spent travelling & varied work hours • In this role there may be extended periods of time standing, walking, sitting based on daily requirements to meet customer schedules and during medical conferences, meetings, hospitals, clinical, pharmacies • Some physical strength may be required in order to carry sample products/displays, promotional and/or other product related materials • The job requires moderate amounts of time on electronic devices and tools such as i-Pad, cell phone, computer, which requires aptitude and manual dexterity. Willingness to meet HCP availability. Travel estimated to be minimum 30% of 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>

<p>Acknowledgement</p>
<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>