

CEO



• *Adelaide-based life sciences leadership opportunity*

CPR Pharma Services is a Clinical Research Organisation which offers specialised services supporting drug development for the pharmaceutical and biotechnology industry. Currently operating with an Interim CEO, the continuing success of the company means that it is poised for its next stage of growth and the Board are now seeking to appoint a long term CEO with industry based experience.

Working with the Board, you will develop and implement the business model and operational process of CPR in line with the agreed strategy and business plan. In leading and managing the organisation, you will ensure it conducts all clinical trials in accordance with CPR's SOPs, regulations and guidelines, providing exemplary service to clients.

Possessing superior tertiary qualifications and with significant experience in the pharmaceutical clinical trials industry, you are familiar with FDA / EMA / TGA regulations, and have a record of achievement in working with ICH, GCP and GLP guidelines. Your forte is driving success through coaching and mentoring senior leadership teams, inculcating a culture of development and motivation for all staff.

Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Jeremy Wurm on 03 9602 1666, in confidence.

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CPR Pharma Services

**DRAFT POSITION DESCRIPTION
CHIEF EXECUTIVE OFFICER**

CPR

CPR is a Clinical Research Organisation which offers specialised services supporting drug development for the pharmaceutical and biotechnology industry.

Broad Purpose & General Description

The general description of the position's role is to develop and implement the business model and operational process of CPR in line with the agreed strategy and business plan and within the agreed financial parameters.

The CEO is ultimately responsible for the management of CPR Pharma Services Pty Ltd, including strategic planning, financial planning, operations and business development. The CEO is also responsible for ensuring the organization conducts all clinical trials in accordance with CPR's Standard Operating Procedures (SOPs) and relevant regulations (FDA / EMA / TGA as appropriate) and guidelines (ICH / GCP and GLP).

Working Relationships

- CPR Board of Directors
- Senior Management
- Staff and Contractors
- Relevant Government Departments
- Australian and International Biotechnology and Pharmaceutical companies
- External Medical and Regulatory consultants
- Relevant peak bodies and member organisations
- Potential and established sponsor representatives

Primary Responsibilities & Duties

- Create annual operating plans that support strategic direction set by the Board and correlate with annual operating budgets.
- Collaborate with the Board to define and articulate the organisation's vision and to develop strategies for achieving that vision.
- Develop and monitor strategies for ensuring the long-term financial viability of the organisation.
- Promote a culture that reflects the organisation's values, encourages good performance, and rewards productivity with a hands-on operational leadership.
- Oversee Corporate and Senior Management team functions, reviewing where appropriate and implementing a suitable corporate structure to support and enhance the business.
- Oversee the operations of the organisation and manage its compliance with legal and regulatory requirements.
- Oversee staff recruitment and development; ensuring employees have key skills and competencies to achieve CPR's goals.
- Ensure all proposals/quotes are reviewed in line with CPR policies and procedures prior to release to clients.
- Prepare and review operational budgets and forecasts together with Chairman of the Board and CFO ensuring appropriate buy in of functional directors.



CPR Pharma Services

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- Provide prompt, thorough, and accurate information to keep the Board appropriately informed of the organisation's financial position.
- Develop future leadership within the organisation.

Organisational Responsibilities

- Embrace the core values of CPR and endeavor to display those attributes at all times with clients and staff alike.
- Commitment to CPR training programs.
- Commitment to adhere to CPR quality systems.

The accountabilities as specified above may be altered in accordance with the changing requirements of the position.

Selection Criteria

Essential

- Extensive experience (20 years plus) as a senior executive in multiple organisations with a proven track record of successfully running and mentoring senior management teams.
- Demonstrable significant experience in the pharmaceutical clinical trial industry in Australia or Globally.
- Comprehensive knowledge of relevant standards, procedures and regulations including ICH GCP, TGA and FDA regulations.
- Experience in change management.
- An outstanding level of interpersonal abilities, including verbal and written communication skills, negotiation and influencing.

Desirable

- Previous experience in Phase 1 Clinical Research
- Relevant tertiary qualification in related science or health care disciplines.
- Business Management or Financial qualification.

Other

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily within the context of the representative work environment and physical demands as above.
- Likewise, qualifications listed are representative of the knowledge, skills and abilities required to perform the position's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Name:

Employee Signature:

Date:

Line Manager Name:

Line Manager Signature:

Date: