

Senior Site Contract Specialist
Cracow Metropolitan Area

Podsumowanie

I am attorney at law, specializing in negotiation of Clinical Trial Agreements and related documentation (Amendments, Notification letters, Standard contractual clauses, Ancillary agreements etc.). On daily basis I administer and negotiate site contracts that support projects within Clinical Operations on a global scale and ensure site contract documentation is in compliance with sponsor and Company requirements. I am responsible for the commercial relationship with sites involved in clinical trials including work from contract and amendment language, budget negotiation within the established timeline parameters.

Doświadczenie

Syneos Health

Senior Site Contracts Specialist

październik 2022 - Present (1 rok 10 mies.)

Kraków, Woj. Małopolskie, Polska

- Works closely with Site Contract Service Center and Legal to harmonize site contract to reflect sponsor's master service agreement terms.
- Works closely with SSU lead, Clinical Operations and Finance to validate the load of departmental budgets and corresponding backlog.
- Identifies possible contract or process operational risk and proactively works within the team to provide solutions. Establishes strong working relationships with SSU lead, customer and internal project teams. Escalates deviations to department leadership and/or Site Contract Service Center and/or Legal Department.
- Provides support to business development and represents site contracts/Site Start-Up (SSU) at internal or customer meetings.

Główne umiejętności

Legal Research

Research

Civil Litigation

Languages

angielski (Full Professional)

polski (Native or Bilingual)

Certifications

Understanding Financial Markets

Portfolio and Risk Management

TOLES HIGHER

Meeting Investors' Goals

Bar Admission

- Works within the forecasted country/site contracting timelines, ensures they are complied with and tracks milestone progress in agreed upon SSU tracking system in real time.
- Collaborates with internal and external legal, finance, and clinical operations departments, including communicating and explaining legal and budgetary issues.
- Maintains and actively supports review and development of contract templates, budget templates and site specific files and databases.
- Serves as key communication liaison between site contracts staff and internal and external customers. Provides functional guidance and keeps internal and external teams aware of all contract statuses or pending issues. Prepares correspondence as necessary.
- Trains and mentors less experienced staff members on departmental Standard Operating Procedures (SOPs), and ensures quality of team work products. Maintains and updates training material for site contract team.
- Actively participates in higher level discussions about overall company goals, departmental objectives, and specific project aims.
- Facilitates the execution of contracts by company signatories.
- Monitors basic financial aspects of the project and the number of hours/tasks available per contract.

PRA Health Sciences

Contracts Associate II

wrzesień 2021 - październik 2022 (1 rok 2 mies.)

Woj. Małopolskie, Polska

- Ensures the successful negotiation and on-going management of clinical trial agreements with investigative sites.
- Works cross functionally with Clinical Operations and Project Management in support of timely site start up for the conduct of clinical trials including accurate forecast of contract execution timelines.
- Collaborates with the Functional Manager who will partner with other compliance departments to ensure country specific laws and regulations are followed to minimize risk in clinical trials.

- Communicates and explains legal/ budgetary issues to internal and external parties per department guidelines.
 - Reviews and evaluates client requested contract changes and based upon department guidelines escalates deviations as appropriate.
 - In partnership with CTA Lead and others as necessary, evaluates priorities and quickly readjusts priorities with the changing needs of business and the client.
 - Identifies and proactively raises issues to the CTA Lead or CM, as appropriate, prior to their becoming critical or creates risk.
 - Appraises contracts for completeness and accuracy and ensures adherence to department guidelines; corrects documents and files changes to contracts.
 - Participates in client meetings for the purpose of expediting the contract signing process as directed.
- Creates and maintains files for each contract.

IQVIA

Site Contracts Associate

maj 2021 - wrzesień 2021 (5 mies.)

Kraków, Woj. Małopolskie, Polska

BASIC FUNCTION:

To manage the review and negotiation of contracts with investigators participating in clinical research on behalf of pharmaceutical Sponsors across different European countries (Poland, Czech, Germany, Belgium, Spain, Italy, France, UK, Hungary) .

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Delivers investigator / institution research-related agreements
- Negotiates clinical trial agreement language and budgets with sites using pre-defined negotiating parameters
- Serves as the primary site contracts lead person for stud
- Prepares and document process flows for each study
- Follows processes that may differ across studies.
- Collaborates with other departments involved in study start-up activities to ensure timely initiation of sites
- Tracks and maintains effective communications with sites and internal staff
- Reports status of Site Contracts to Project Manager and/or Sponsor
- Ensures that the site contracts are mutually beneficial contractual agreements for both sites and Sponsor
- Assists supervisor with managing and maintaining contract templates

- Assists supervisor with management of a team of contract site contracts coordinators for a given study

Syneos Health

Site Contracts Specialist

maj 2020 - kwiecień 2021 (1 rok)

Kraków, Woj. Małopolskie, Polska

- Administers all contract management processes, including coordination with relevant protocol, informed consent, institution, investigator, vendor, consultant, and customer agreement documents at a project level.
- Supports the SSUL to agree on country template contract and budget. Assists in producing sites specific contracts from country template.
- Assist in negotiations of budget and contract with site and via Site Contracts Service Centre and SSUL lead with Sponsor until resolution of issues.
- Assists with quality control and arranges execution of CTAs as well as archival of documents into repositories and capture of metadata
- Assists in providing and generating (amended) contract and/or budget documents as necessary, preparing contract management documentation for projects, and streamlining the contract/proposal or internal processes; initiates and introduces creative ideas and solutions.
- Works within the forecasted country/site contracting timelines, ensures they are complied with and tracks milestone progress in agreed upon SSU tracking system in real time.
- Collaborates with internal and external legal, finance, and clinical operations departments including communicating and explaining legal and budgetary issues for contract management tasks and issues.
- Facilitates the execution of contracts by company signatories
- Supports the maintenance of contract templates and site specific files and databases.
- Serves as communication liaison between site contracts staff and internal and external

customers. Provides functional guidance and keeps internal and external teams aware of all contract statuses or pending issues. Prepares correspondence as necessary.

- Monitors basic financial aspects of the project and the number of hours/tasks available per contract;

UBS Investment Bank

Lawyer, ISDA Negotiator

lipiec 2016 - kwiecień 2020 (3 lata 10 mies.)

Legal Department / ISDA Master & Amendments Americas

- negotiation and preparation ISDA Master Agreements, Master Securities Lending Agreement (MSLA, SLA, GMSLA), Global Master Repurchase Agreement (GMRA), Master Repurchase Agreement (MRA), amendments to ISDA, amendments to Credit Support Annex (CSA), amendments to MSLA, amendments to GMRA, and collateral agreements, guarantees, memorandums to agreements,
- determine close-out netting status of executed ISDA and REPO Agreements,
- liaising with various departments within UBS (credit, collateral, risk, treasury, tax departments),
- providing legal advice to Business, Credit, other departments,
- Funds, Banks, and other financial institutions Due Diligence (domiciled in various e.g. Delaware, Massachusetts/US, Cayman Islands, British Virgin Islands)

Capita

11 mies.

Procurement Analyst

sierpień 2014 - marzec 2015 (8 mies.)

Cracow

- Spend Cube & Data Management
 - Desktop Analysis Services
 - Management & Performance Reporting
 - Business Intelligence - Knowledge Management
 - Category Insights - Category Planning
 - Benchmarking
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- Undertake various ad hoc statistical, analytical, research and data input activities to include but not limited to: produce various routine management, statistical and financial reports/ analysis, categorisation and interrogation of

spend data/ financial modelling of benefits delivery reporting/ Undertake supply market research & analysis to gauge financial risk

Legal Documents Analyst

maj 2014 - marzec 2015 (11 mies.)

ul. Lubicz 23, Kraków 31-503

- Assisting with the large scale review and analysis of legal documentation used in disclosure proceedings;
- Following key instructions from the supervising attorneys and clients;
- Developing a strong understanding of client brief and case material.
- Contract reviewing - summarization and reporting

LexisNexis Poland

Editor of Legal Publications

marzec 2012 - lipiec 2014 (2 lata 5 mies.)

ul. Armii Krajowej 18 30-150 Kraków

Responsibilities: caring for the correctness and consistency of the legal data base; co-production of "lexis.pl", improvement of the service in terms of functionality

Kancelaria Teodorowski Wojtaszak

Lawyer, Litigation Department

styczeń 2013 - wrzesień 2013 (9 mies.)

ul. Głowackiego 4/9, 30-085 Kraków

Responsibilities: preparation of lawsuits in the field of tort liability, including representation of clients in court proceedings

Office of Legal Advisers Kozłowski, Pisarkiewicz-Firek

Lawyer

październik 2011 - czerwiec 2012 (9 mies.)

ul. Grodzka 60, 31-044 Kraków

Responsibilities: interpretation of the law, preparation legal opinions, pleadings, legal advice in the field of civil law

Wykształcenie

Cracow Bar Association of Attorneys at Law

Attorney at law ("Radca prawny"), Law · (2011 - 2014)

Uniwersytet Jagielloński w Krakowie

