



Contracts Manager - Health Economics and Outcomes Research Delta Hat

Key details

Job title: Contracts Manager

Company: Delta Hat Limited

Location: Long Eaton (Nottingham area). A hybrid-working policy is in place, with all staff spending a proportion of working time in the office and a proportion at home

Salary: A generous package including a pay rise from your current role, which we would expect to be in the £40-75k range (dependent on experience), matched 10% pension contribution, annual bonus, and other benefits

Job type: This is a permanent role. We are looking for candidates who can work a substantial proportion of the working week, though this does not need to be full time

Starting date: Negotiable

About Delta Hat

Delta Hat is a professional services consultancy based near Nottingham. We provide industry-leading statistical and health economic analysis to the pharmaceutical sector, and support UK health technology assessment decision making. We focus on the technical aspects of evidence-based medicine, and our clients include over 15 of the top 20 pharmaceutical companies globally.

For the right candidate, we offer a rewarding and flexible career. As well as having a high level of ownership of the role and day-to-day responsibilities, you will oversee contracts and agreements between Delta Hat and our clients, for projects that can directly influence clinical practice and benefit patients.

Anticipated revenue for 2024 is over £4m; and as such, we acknowledge that we need a professional to help manage the contracting processes. You will be working with a talented team (100% of staff have, or are enrolled in an MSc or PhD), and bring your expertise to how we work with clients. We are open to better systems and ways of working, and we would like you to use your skills to help us focus on what we are good at, by doing what you are good at. This means not sitting externally, but being a true part of the team, from how we bid for work, to making sure we close projects appropriately. Everyone's role is important, and none sits above any other - we are judged as a team, so need to work that way.

Responsibilities

As a Contracts Manager you will play a pivotal role in managing contractual agreements and relationships with clients, vendors, and partners. You will ensure that contracts are effectively drafted, negotiated, and executed to facilitate our work, but not expose the business to unreasonable risks. In summary, the role involves:

- Drafting, reviewing, and negotiating contracts, including master service agreements and statements of work
- Collaborating with team members to ensure alignment of contractual terms with project requirements and organizational goals
- Maintaining a thorough understanding of relevant regulations, including industry specific requirements relating to the healthcare and pharmaceutical industries to ensure compliance in contractual agreements
- Managing the contract lifecycle from initiation to execution, including contract amendments, renewals, and terminations
- Identifying and mitigating risks associated with contractual agreements, including confidentiality, payment terms, liability limits, and data protection considerations
- Ensuring UK and non-UK tax regulations are followed (included forms such as the W8-BEN-E)
- Serving as a liaison between the internal team and external parties to facilitate communication and resolve contractual issues



- Aiming to improve our contract management processes and best practices to optimize efficiency and ensure consistency across projects, while maintaining an up-to-date summary of live agreements
- Providing guidance and support to internal team members on contractual matters, including interpretation of terms and conditions, rights, and obligations, as well as developing and maintaining company policies relating to contracts

Benefits

We offer a compelling package for the right candidate. As well as a generous salary and annual leave allocation, we offer a flexible benefits package (including additional annual leave purchase, electric vehicle scheme, and matched charity donations). Further to this, an annual bonus is equally distributed amongst staff, and share options are allocated annually. Staff consultation is taken seriously, meaning you will have a say in how the company operates.

Due to the high level of exposure to a variety of clients, agreements and projects, you would have the opportunity to develop quickly, and demonstrate mastery of your field. We are keen to aid your professional development which may involve courses or attending conferences. Our staff are our main asset, and we invest in them accordingly.

Role requirements

The candidate we are looking for will have demonstrated experience in contract management, and will have strong decision-making abilities. We would expect you to have a bachelor's degree in a relevant field. Further certification is appreciated, but not necessarily required. An understanding of our field / previous experience in the area is highly desirable, but not essential as this is a niche area.

All candidates must have the right to work in the UK, and due to the sensitive nature of the work, are asked to declare any unspent convictions.

Application

If you are interested in applying, please send a CV and cover letter to Anthony Hatswell (ahatswell@deltahat.com).