

Contracts Manager

Location: Babraham Research Park, Cambridge

Type: Full time, permanent /

Start: Immediate

Salary: Competitive / Hours: 40 p/w

Cambridge-Based Position

Cambridge Start Up of the Year 2018

Bit Bio is an award-winning spinout from the University of Cambridge. Our breakthrough technology combines synthetic and stem cell biology for the precise, efficient and consistent reprogramming of human cells used in research, drug discovery, and cell therapy. At Bit Bio, we are passionate about engineering human cells that will enable the medicine of the future. To do this we need talented and curious people who want to make an impact on the future of science and therapeutics.

As a team of individuals, we value science, collaboration, openness, curiosity and creativity. We are united by trust and respect for each other.

Your role in our team:

bit.bio is seeking an experienced contracts manager to join its nascent legal team (currently comprising a single attorney) to support the needs of its rapidly growing commercial and research operations. Reporting to the Head of Intellectual Property, you will work collaboratively with the growing legal team and a range of stakeholders across the company.

The successful candidate will be pragmatic, honest, and excited to take a leadership role in developing, revising, and implementing workflows for contract negotiation and execution across all aspects of bit.bio's business, with particular emphasis on commercial operations, as well as comfortable interacting with and advising colleagues at all levels and from all aspects of the organization. The successful candidate will add value by driving consistency and efficiency across the company's contracting processes as we rapidly scale the business for global growth.

Your key responsibilities will include:

- Developing and maintaining strong working relationships with internal stakeholders and external business partners.
- Developing and maintaining a strong working knowledge of company contracts, standard terms and business objectives.
- Developing and maintaining a clause library to expedite contract drafting and negotiation.
- Developing, maintaining, and improving company agreement templates and tools, including drafting internal policies and guidance documents as needed.
- Leading implementation of ConcordNow contracts lifecycle management tool for bit.bio's legal department.
- Serving as the company's central point of contact for managing contracts in support of ongoing operations, growth and general corporate matters.

- Serving as the primary administrator for the company's contracts lifecycle management system and related business processes, including contract classification, dashboard reporting, follow-up tracking (e.g., execution, compliance with reporting and other requirements, expiration and renewals), and project-specific reports, analysis and support (e.g., diligence).
- Developing and deploying tools and training for attorneys and business partners to leverage contract management system, including tailored dashboards, targeted search and notifications.
- Prioritizing and implementing contract management system improvements, including serving as primary liaison with service vendor; synthesizing user feedback; defining, prioritizing and executing improvements with strong project management, stakeholder engagement and communication.

You...

- Have exceptional interpersonal and communication skills (verbal and written), including a sense of humour.
- Are a pragmatic, responsible, solution-oriented self-starter with exceptional organizational skills.
- Are a professional with unimpeachable integrity who exercises sound judgment and respects confidentiality obligations.
- Have at least an undergraduate Degree from an accredited institution.
- Are comfortable working in a fast-paced, occasionally hectic start-up environment comprising a diverse and geographically dispersed team.

With essential experience in...

- Have 5+ years of in-house contract management and operations experience, including working directly with internal business partners (e.g., research operations, R&D, commercial team); a combination of experience with contracts management in an academic technology transfer and biotechnology or pharmaceutical industry environment highly desirable.
- Have strong project management & execution skills.
- Are fluent with standard software tools used in contracts drafting (e.g., the Microsoft Office application suite, Google G Suite, and the like).
- Have substantial experience with document management databases

...and possibly...

- Data analytics and specific experience with ConcordNow or other contract management systems

More reasons to join us:

Bit Bio provides a vibrant and dynamic work environment in an exciting, fast-moving time for biology. We work with cutting edge technologies and with our world-leading scientific advisory board. We conduct pioneering work with real-world impact.

We trust our people to make significant contributions early on with opportunities to be involved in projects that are key to the success and growth of our young company. We invest in people,

creating opportunities for personal development in an inclusive multi-skilled team with ambitious goals that provide opportunities to learn on the job from each other.

Creativity and open minds are encouraged for everyone to contribute to the success of the company.

To support Bit Bio staff and our culture further, we also offer a competitive salary, highly competitive benefits package including pension contribution scheme as well as health and life insurance.

To be part of our dynamic, growing start-up team and share our vision to build together the leading cell coding company, please send your CV and cover letter to careers@bit.bio