Post Title:	**Legal Adviser and Contracts Officer/Solicitor**
Post Status:	**Fixed term for 1 year with the possibility of extension subject to funding**
Organisation:	**Clinical Research Development Ireland (CRDI)/ Health Service Executive (HSE)**
Location:	**Clinical Research Development Ireland, 28 Mount Street Upper, Dublin 2**
Reports to:	**Chief Executive of CRDI & Head of R&D, HSE**
Salary:	**Negotiable**
Closing Date:	**23 March 2018 at 5:00 pm,**
Application Process	**Curriculum Vitae and covering letter containing names of 3 referees to be sent to info@crdi.ie**

The Organisations

- Clinical Research Development Ireland (CRDI) is a not-for-profit research partnership comprising NUI Galway, Royal College of Surgeons in Ireland, Trinity College Dublin, University College Cork and University College Dublin, their medical schools, associated academic hospitals and clinical research facilities, with the objective of accelerating the translation of biomedical research into improved diagnostics, therapies and devices for patients. CRDI builds on the achievements of Molecular Medicine Ireland which was established in 2008 by the aforementioned universities, together with its predecessor the Dublin Molecular Medicine Centre (DMMC), a partnership initiated by UCD and Trinity College Dublin in 2002, with the inclusion of Royal College of Surgeons in Ireland in 2005. Since 2002, CRDI and its partner institutions have succeeded in winning substantial funding from Irish and international funding bodies for the management and co-ordination of cross-institutional initiatives in clinical and translational research and education and training. Programmes currently active include: HRB Clinical Research Co-ordination Ireland, Corporate Enabling of Clinical Research, Irish Clinical Academic Training, CÚRAM - SFI Centre for Medical Device Research and Irish Prostate Cancer Outcomes Research (IPCOR).

- The Research and Development function is a newly established function within the Health Service Executive (HSE). It aims to drive the development of appropriate research governance arrangements and adequate support structures to enable high quality health research within the Irish Health service; and to facilitate the translation of new knowledge into practice for the purpose of improving the lives of the people of Ireland and the quality of the health service.

CRDI in collaboration with the HSE Research and Development function now wish to appoint a **Legal Adviser and Contracts Officer/Solicitor** on a fixed term contract for 1 year, with the possibility of extension subject to funding. The successful candidate will dedicate 50% of his/her time to CRDI, and the remaining 50% to the Office of the HSE Director of Research and Development.

The role

This is a position jointly funded by CRDI and the Research & Development function in the HSE.

Key Duties and Responsibilities for CRDI

Legal Activities:

- To provide advice on commercial, contractual and company law matters.
- To manage the drafting, negotiation and review of all legal documentation in relation to CRDI and liaise with third parties as required.
- To draft contracts and develop template and other legal policies and procedures for CRDI as required.
- To provide pragmatic, solution focused legal advice in areas such as clinical trials, data protection, employment law, regulatory and other matters as may be required.
- To assist in the development of template agreements, protocols and policies in relation to CRDI.
- To advise generally on indemnities, liabilities and warranties.
- To advise in relation to research, commercial and other contracts which may include consultancy agreements, service agreements, confidentiality agreements, clinical trial agreements and other agreements to enable CRDI's activities.
- To bring forward enabling proposals to support the ongoing objectives and practices of CRDI.
- To identify new and changing compliance requirements and assist with communicating, providing solutions and training as appropriate.
- Be proactive in contributing to the legal risk management for CRDI.
- Foster the highest standards of legal professionalism.
- Such other duties as requested from time to time.

Management of Guidelines/Reports:

- To provide guidelines on legal issues and contractual templates.
- To provide workshops on relevant legal issues as requested.
- To provide reports as requested on activities carried out.

Strategic Management:

- To undertake regular research data collection and analysis of legal policy provision and development.

External Representation:

- Actively collaborate internally and externally to ensure efficient contract methodology and develop capabilities and capacity across CRDI.
- Represent CRDI at national and other meeting/events as required.

Key Duties and Responsibilities for HSE R&D Function

- To scope the requirements of the Irish health service to develop a legal framework for supporting the research activity and provide professional legal advice for this. This will require:
    - To carry out a comprehensive review of national and EU legislation and policy relevant to research
    - Contribute to design governance requirements for legal oversight and compliance,
    - Ascertain the policy requirements to enable research activity and contribute to drafting of relevant policies.
- Liaise with HSE procurement to develop of a suitable set of legal documents related to research activity, including templates for legal agreements to commissioning of research externally, for collaborative and contract research.
- Work closely with CRDI and the Research Offices of the university partners associated to each Hospital groups to develop a structured legal and contractual framework, suitable for the requirements of both the university sector and the health service, to govern clinical research in Ireland.
- Prepare high-quality written materials including fact sheets, online material, reports etc and deliver effective presentations for a wide range of target audience and key stakeholders.
- Advice in all legal matters related to research: research data (data protection, management, ownership, storage, reuse, sharing, retention, disposal, etc), intellectual property, clinical trials, etc.

The Candidate

Desirable Criteria

- Knowledge of the legal framework regulating clinical trials.
- Experience of advising on data protection matters.
- Knowledge of CRDI and its programmes.

Essential Criteria

- Qualified Solicitor (*or* have a professional legal qualification) with at least 5 years' post qualification experience.
- Experience in a research or health related environment.
- Have extensive knowledge and experience of contract drafting.
- Proven experience of providing practical, solution-focused legal advice.
- Excellent report writing skills.
- Excellent organisational and communication skills.
- Sound decision making and administrative ability.
- Good team working skills and flexibility approach.
- High level of initiative