

JOB DESCRIPTION

Position

Job Title: PV Agreement Trainee

Division / Function: Global Patient Safety Operations (GPS)

Manager: Director PV Agreement or delegate (within the PV agreement team)

Location: Les Ulis

Summary / Purpose of the position

Under the supervision of Director PV Agreement or delegate, and working closely within the PV agreement team:

- To support the production, maintenance, implementation of Pharmacovigilance/ Materiovigilance/ Nutrivigilance agreements with Ipsen Business Partners as well as Ipsen Service Providers
- To collaborate in continuously monitoring PV agreement activities with Key Performance Indicators (KPI) reports presented at monthly EU QPPV oversight meetings
- To act as a reference for PV agreements & work cross-functionally with internal (e.g. Legal, Alliance, GPS Operations, GPS Therapeutic Areas, Ipsen Affiliates Worldwide...) & external stakeholders, according to GPS Policy & Standard processes and applicable regulations.
- To pro-actively contribute to maintain & improve robust and compliant PV agreement systems at Ipsen
- To participate in PV audit/inspection readiness & conduct within GPS as well as audit/inspection Corrective Action Preventive Action (CAPA) deliverables

Knowledge, abilities & experience

Profile: Student in Pharmacy, 5th year or 6th year, ideally in Master Vigilance or Master Health Law

Starting date: Sept/Oct 2019 (if possible)

Personal skills: Creativity, Motivation, Volunteer, Initiatives, Organized, Rigorous, Flexible, real wish to evolve in an International environment within a dynamic GPS operations team

Key Technical Competencies Required

Good understanding of process & system notion and concept
 Good knowledge of the EU Good Pharmacovigilance Practices
 Good level of English (oral/written)
 Good knowledge and use of Excel (as a tracking tool)

One Ipsen Way of Being

(The below apply for all employees and described how to act with a biotech way of being)

We Trust Each Other

- Respect each other and all our stakeholders
- Empower others
- Respect & be open to inclusion and diversity
- Enable feedback and foster a speak-up culture
- Embrace cross-team collaboration
- Be transparent and share information

We share and learn every day

- Be proactive in learning from each other and through experiences
- Listen and be open to views and needs of all external stakeholders
- Seek transformation through innovation
- Innovate

We own our outcome	<ul style="list-style-type: none"> - Be accountable and responsible - Set clear expectations and prioritize - Be results and value driven, not task-oriented - Bring solutions - Seek continuous improvement to be better always - Own our Company Social Responsibility strategy
We honor our word	<ul style="list-style-type: none"> - Walk the talk & talk the walk - Ensure that we make ethical decisions, stay compliant at all times - Never compromise on quality - Care for our employees, patients and society and the environment
We drive to win together	<ul style="list-style-type: none"> - Be entrepreneurial - Fast in turning our ideas into action; be agile - Be demanding of ourselves as we strive for success - Believe in making a difference - Celebrate success - Enable talent inclusion and diversity

Other Useful Information

The statements contained herein reflect general details as necessary to describe the principles functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance workload.

This description is not intended to be constructed as an exhaustive list of duties, responsibilities, or requirements for the position. This position may change or assume additional duties at any time. The employee may be requested to perform different or additional duties as assigned. All Employees are expected to adhere to all company policies and act as a role model for company values.

Trainee:	Signature:	Date:
Manager:	Signature:	Date: