RQ2603

Job Description: Contract Manager

About us

RQ Biotechnology Ltd (RQ Bio) is a UK-based virology company whose mission is to discover and develop long-acting monoclonal antibodies (LAAbs) against seasonal influenza with the goal of providing immediate, powerful and long-lasting protection against the risk of severe viral disease. We have recently initiated pre-clinical development of our product candidate and are advancing research on a next generation product pipeline in parallel.

About the role

The Contract Manager is responsible for leading the end-to-end management of contracts supporting the Company's research, development and clinical activities.

Reporting to the Senior Director, Business Development, the role partners closely with Research, Preclinical, CMC, Clinical Operations, Programme Leadership, Finance and external collaborators and service providers to ensure contracts are effectively reviewed, negotiated, executed, maintained and governed throughout their lifecycle. The role will establish and continuously improve scalable contract management processes, governance frameworks and systems to support the Company's continued growth as it advances its pipeline through clinical development.

This is a highly collaborative role requiring strong organisational, commercial and stakeholder management skills, with responsibility for ensuring contracts effectively support the Company's strategic and operational objectives.

Role profile

- Responsible for the end-to-end lifecycle management of contracts supporting the Company's research, preclinical and clinical development activities, ensuring agreements are effectively reviewed, negotiated (where appropriate), executed, amended, renewed and closed out.
- Manage a broad portfolio of contracts including Master Service Agreements (MSAs), Statements of Work (SOWs), CRO agreements, laboratory services agreements, consultancy agreements, confidentiality agreements (CDAs), material transfer agreements (MTAs) and other research and clinical supplier contracts.
- Coordinate internal contract review and approval processes, working closely with Business Development, Programme Management, Clinical Operations, Finance, Quality and external legal counsel.
- Review contractual terms for consistency with Company policies, commercial objectives and operational requirements, escalating legal or commercial risks where appropriate.
- Maintain the Company's contract repository, templates and document standards, ensuring agreements are accurately recorded, version controlled and readily accessible.
- Monitor contractual obligations, expiry dates and renewal requirements, ensuring timely follow-up and compliance. Work closely with Programme Management and Finance to monitor milestones, deliverables, payment schedules, and commercial obligations, identifying issues requiring escalation.
- Prepare regular reports on contract status, key milestones, contractual risks and upcoming renewals.

- Build strong relationships with internal stakeholders and external partners to facilitate effective contract negotiation and execution.
- Develop and continuously improve contract management processes, governance frameworks and associated business systems to support the Company's continued growth.
- Promote best practice in contract governance, document control and operational compliance.
- Depending on business requirements and the successful candidate's experience, the role may also provide support to business development activities through competitor intelligence, patent searches, due diligence and landscape analysis.

Qualifications

- Bachelor's/Master's degree in Life Sciences, Biomedical Sciences or a related discipline is essential.
- An MBA, legal qualification, or equivalent commercial or legal experience is desirable.

Essential skills and experience

- Significant industry experience within the biotechnology, pharmaceutical or clinical research sector.
- Demonstrated experience managing complex clinical and R&D contracts within the biotechnology, pharmaceutical or clinical research industry, with progressively increasing responsibility.
- Demonstrated experience managing the full contract lifecycle, including contract review, negotiation support, execution, amendments, renewals and close-out.
- Experience managing a broad range of research and clinical development agreements, including Master Service Agreements (MSAs), Statements of Work (SOWs), CRO agreements, laboratory services agreements, consultancy agreements, confidentiality agreements (CDAs), material transfer agreements (MTAs) and other R&D supplier contracts.
- Experience coordinating cross-functional contract review and approval processes involving Clinical Operations, R&D, CMC, Finance, external legal counsel and external stakeholders.
- Experience monitoring overall performance and compliance with contractual terms.
- Strong understanding of outsourced drug development and the contractual requirements associated with research and clinical development programmes.
- An understanding of intellectual property and commercial considerations.
- Excellent organisational, analytical and stakeholder management skills, with the ability to manage multiple complex priorities in a dynamic environment.
- Excellent written and verbal communication skills, with experience preparing reports, summaries and briefing papers for senior stakeholders.
- Proficient in Microsoft Office applications; experience with contract lifecycle management (CLM) systems is advantageous.

Desirable skills and experience

- Experience using contract lifecycle management (CLM) systems.
- Familiarity with GxP and regulated development environments.
- Experience supporting business development activities such as alliance management, conducting competitor intelligence or literature/patent reviews.

Working arrangements and benefits

- The position can be hybrid, with an on-site presence required at our labs in West London (at least 1-2 days/week; specific days to be discussed).
- Occasional travel and after-hours work may be required, particularly when working with international partners.
- We offer a competitive salary, commensurate with qualifications and experience, and a benefits package including pension and health insurance.
- Candidates must have the right to work in the UK, or eligibility to obtain it.

To apply, please email your CV and brief cover note to careers@rqbiotechnology.com quoting reference RQ2603. Our Candidate Privacy Notice can be found on the careers section of our website.