

	<b>Description</b>
<b>Function</b>	Legal Associate
<b>Location / Contact</b>	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
<b>Percentage</b>	60%
<b>Reporting Line</b>	General Counsel
<b>Company Profile</b>	<ul style="list-style-type: none"> <li>AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases</li> <li>160+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ</li> <li>AC Immune SA is a progressive, equal opportunity employer</li> </ul>
<b>Key Responsibilities</b>	<p><b>Legal:</b> Support on all aspects of clinical trials</p> <ul style="list-style-type: none"> <li>Review, drafting, analysis of clinical trial agreements</li> <li>Review of informed consent forms</li> <li>Ensure compliance with healthcare laws, including compliance in all interactions with Healthcare Organisations and Healthcare Professionals (e.g. gifts, meals, sponsoring)</li> </ul> <p><b>Data Privacy:</b> In collaboration with the Data Privacy Officer, ensure compliance with data privacy laws, in particular</p> <ul style="list-style-type: none"> <li>Advise on all data privacy aspects</li> <li>Assess the need, draft and review of data processing agreements</li> <li>Definition and drafting of standard operating procedures, work instructions, privacy notices and terms of use regarding data privacy aspects</li> <li>Organize and lead the quarterly Data Protection Governance Committee</li> <li>Conceive and conduct regular trainings on data privacy matters for AC Immune's employees</li> </ul> <p><b>Compliance:</b> Support on any compliance with laws aspects (e.g. code of conduct, insider policy, related party policy)</p> <p><b>Contract management:</b> Manage and maintain AC Immune's contract database and contract filing system</p>
<b>Qualifications &amp; Skills</b>	<p>Required:</p> <ul style="list-style-type: none"> <li>Master in law from a recognized Swiss or foreign university</li> <li>Competence and experience with EU General Data Protection Regulation and experience in practicing EU and Swiss data protection regulations, conducting privacy impact assessments and drafting and reviewing data processing agreements</li> <li>Competence and experience with healthcare regulations</li> </ul> <p>Personal attributes:</p> <ul style="list-style-type: none"> <li>Team player with cross-functional openness</li> <li>Quick learner with "doer" attitude</li> <li>Demonstrated ability to synthesize, analyze and communicate key information</li> <li>Strong interpersonal skills for building networks with key experts and ensuring the interface with internal departments</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to adapt priorities to meet company needs while maintaining effectiveness</li><li>• Leadership and project management skills</li><li>• Fluency in English</li><li>• Excellent English legal document drafting skills</li></ul>
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