

JOB TITLE: Director, Legal and Compliance

Department: Legal, Regulatory & Compliance

Updated: July 2025

Reports to: Vice-President, Legal, Regulatory & Compliance

Location: Ottawa, ON (Toronto considered)

POSITION PROFILE

The Director, Legal and Compliance is accountable to the General Counsel & Vice President, Legal, Regulatory & Compliance to provide general and operational legal support and to take significant ownership of IMC's Ethics and Compliance portfolio. This includes leading day-to-day operations and initiatives related to the IMC Code of Ethical Practices ("IMC Code"), supporting broader issues related to industry integrity and compliance, and supporting the General Counsel to provide strategic and practical legal guidance to all functions across IMC.

The role requires sound legal judgment, strong ethics and compliance expertise, and the ability to operate independently while ensuring alignment with the General Counsel's oversight and IMC's strategic objectives.

RESPONSIBILITIES AND TASKS

Ethics and Compliance Leadership

- Chair the Ethics Advisory Team – a diverse group of members with expertise in various areas – with the objective to ensure that the Canadian innovative industry's ethical standards and principles, as reflected in the IMC Code and its related guidance, remain relevant, strong, and aligned with current business practices, while helping position members as authentic, solution-driven, trusted partners.
- Act as a trusted advisor on ethics and compliance matters to IMC leadership and member companies and serve as a primary resource on matters of industry integrity and IMC Code interpretation and enforcement.
- Respond to and proactively engage with member companies (internal) as well as stakeholders (external) regarding the IMC Code application and process.
- Lead the development, implementation, and maintenance of ethics and compliance programs, policies, procedures, training, and education aligned with the IMC Code.
- Monitor Canadian and international trends, laws, and best practices related to ethics and compliance and provide proactive updates and recommendations.
- Manage and coordinate the IMC Code's complaints process including receipt and review of complaints and reporting on adjudications of the Industry Practices Review Committee (IPRC) within established timelines.
- Support the IPRC by providing information and directions on the interpretation of the Code and its enforcement process.
- Organize, lead, and present at IMC Code education programs and awareness events, ensuring IMC member awareness, understanding, and compliance.

Operational Legal Support

- Support the General Counsel on various IMC-related legal matters, such as:
 - Lobbying legislation and compliance



- Pricing, reimbursement, and market access
 - Legislative process and interpretation
 - Regulatory issues
 - Trade compliance
- Draft, review, and negotiate agreements including service contracts, NDAs, LOIs, RFPs, contribution and fellowship agreements, and other various contracts.
- Serve as a primary point of contact for internal IMC legal support for matters such as workplace policies and compliance, corporate filings, access to information requests, bylaws and governance etc.
- Liaise with internal IMC functions, member companies, external counsel, service providers, and other stakeholders to address legal issues impacting the pharmaceutical sector.
- Draft legal documents including briefing notes, reports, templates, and submissions as required.
- Support the General Counsel with management of the IP & Legal Advisory Team as required.
- Work closely with the General Counsel to ensure legal and compliance functions are aligned with organizational strategy.
- Other duties as may be required as per the direction of the General Counsel.

SUPERVISORY RESPONSIBILITIES

May oversee or direct administrative staff or contractors as required for specific projects or initiatives.

CONTACT

Internal: Executive Leadership Team and other IMC employees.

External: Member companies, legal firms, government officials, consultants, industry partners.

QUALIFICATIONS

Education: Law degree (LL.B. or J.D.)

Experience:

- Law Society of Ontario membership in good standing.
- 5-7 years of post-call legal experience, preferably in the pharmaceutical or life sciences sector.
- Familiarity with the IMC Code of Ethical Practices and Canadian healthcare compliance environment is an asset.

Skills:

- Strong knowledge of healthcare and/or pharmaceutical industry legal and compliance issues.
- Experience with compliance and risk program management.
- Some knowledge of intellectual property is an asset.
- Excellent written and verbal communication skills in English; French is an asset.
- Superior research, analytical, and problem-solving skills.
- Proven ability to prioritize and manage multiple projects and initiatives.
- High ethical standards and integrity with a collaborative and proactive approach.
- Proficiency with MS Office suite (Word, Teams, Excel, PowerPoint, Outlook).
- Strong ability to work independently.