



Job Title: **General Counsel & Director of Human Resources**

Reports to: **President & CEO**

Exempt: **Full-Time**

The Massachusetts Life Sciences Center (MLSC) is a quasi-governmental investment agency that supports life sciences innovation, education, research & development, and commercialization in the Commonwealth of Massachusetts. Our mission is to ensure that the life sciences in Massachusetts remain the most dynamic, verdant ecosystem of its kind in the world. These investments create jobs and support advances that improve health and well-being. Through our investments, programs, collaboration and partnerships, the MLSC is committed to creating jobs and economic impact, and supporting scientific advances that will improve the health and well-being of patients across the world.

I. PURPOSE OF THE JOB

The General Counsel & Director of Human Resources is a member of the Center's Executive Management Team (EMT) and is responsible for the management and administration of all legal matters relevant to the Center while also providing legal counsel and insight to the President & CEO. Included items: contract drafting and management, compliance, general business law, ethics, policies, procedures, rules, regulations, laws pertaining to contracts and grants, tax matters, liability and insurance matters, and other relevant laws and regulations. The General Counsel & Director of Human Resources is also responsible for leading the Center's human resource function and strategy which include the creation and management of the Center's organizational culture, compliance, employee services and programs. The General Counsel & Director of Human Resources ensures the alignment of both the legal and human resource functions with the Center's mission, values, organizational goals and objectives.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts the President & CEO's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.

III. FUNCTIONS AND RESPONSIBILITIES

General Counsel

- Oversees organizational and business transactions that include the documentation process for all contracts including negotiation, drafting and executing.
- Manages the procurement/purchasing and contract administration processes.

- Responds to and/or facilitates the resolution of legal questions and issues that arise among Center staff and/or with respect to Center stakeholders, including administrative law questions regarding state ethics requirements, public records and public meeting law.
- Reviews programmatic, procurement and operational documents to ensure compliance with all legal requirements. Works closely with the Vice President of Finance and the Vice President of Industry Relations to maximize the efficiency and success of the Center's awards and fiscal responsibilities.
- Represents the Center, where appropriate, in legal transactions (including all grants and loans with respect to investments, contracts and other transactions), contract negotiations, litigation and all other matters necessitating representation – either directly or through the retention of outside counsel.
- Assists and provides strategic counsel to the Center regarding legislative and policy issues, including interpretation of Massachusetts General Laws, Part I, Title II, Chapter 23I as it pertains to the MLSC and any other applicable laws.
- Works collaboratively with the Operations Manager/EA with respect to preparing for the Center's Board/Committee meetings including agendas, resolution drafting, minute transcription and vote recording.
- Collaborates with Executive Management Team regarding statewide ethics laws and decision-making, and policy implementation. Provides guidance and staff education/awareness at the Center in regards to ethics law and practice, including the federal Freedom of Information Act and Massachusetts Public Records Law.

Director of Human Resources

- Builds a professional and contemporary HR function which includes creating and managing the Center's company culture.
- Contributes to the overall office strategy and its execution by partnering with the Executive Management Team to identify, prioritize, and build organizational HR capabilities.
- Ensures HR services and strategy are aligned with the Center's strategic goals, particularly around recruitment and development of administration staff, cross-functional alignment, leadership development, diversity and inclusion awareness.
- Identifies, recommends, and implements technology-based solutions to modernize HR and employee support systems.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Keeps abreast of changes in laws that affect the employment relationship. Maintains center wide personnel files.
- Ensures on-boarding process provides employees and interns with organizational intelligence and provides the foundation for success.

- Directs staff in administration of all employee Benefit Programs including Medical, Dental, Vision, Life, Disability, and other Employee Assistance Programs.
- Oversees staff in their response to inquiries regarding policies, procedures, and benefit programs.
- Investigates complaints of discrimination and/or sexual harassment brought through internal complaint procedures
- Advises supervisors and managers of their options and responsibilities in taking disciplinary action.
- Assists management in adhering to procedural details essential to ensure the successful operation of the disciplinary process.
- Advises employees and supervisors in order to attempt to resolve problems before a formal grievance and/or disciplinary process are used.
- Drafts or directs drafting of disciplinary actions for review by the President & CEO.
- Maintains records of all reports, documenting the Office's response, and monitoring reports to identify and address any patterns or systemic problems that may contribute to a hostile environment.
- Issues and continuously updates employee benefit manual and other communication tools designed to inform employees of company operations and policies.
- Reviews or directs the review of positions within the organization and the creation of updated job descriptions.
- Directs the analysis of information to support recommendations of actions to create, revise, abolish, or merge jobs or to assign appropriate pay grades.
- Prepares or directs the preparation of employee separation notices and related documentation, and when possible conducts exit interviews to determine reasons behind separations.

EDUCATION/ EXPERIENCE: Law degree (J. D.) plus Massachusetts Bar Certification with a minimum of 5-7 years related experience and training to include a thorough understanding of the Human Resource function. Ability to negotiate effectively and be highly organized. Knowledge of state-of-the-art computer word processing and analytical tools such as Excel.

An experienced leader and executive with appropriate industry or like experience. An energetic, forward-thinking and creative individual with high ethical standards and an appropriate

professional image. A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus. A well-organized and self-directed individual who is "politically savvy" and a team player. An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills. A good educator who is trustworthy and willing to share information and serve as a mentor. An excellent negotiator who is experienced in contracts and change management. A decisive individual who possesses a "big picture" perspective and is well versed in systems.

IV. KNOWLEDGE AND SKILLS

- JD degree from accredited law school
- License to practice law in the State of Massachusetts and in good standing with the Massachusetts State Bar Association.
- Knowledge of federal and Massachusetts state and local laws/regulations relating to programs, governmental compliance and other regulatory standards
- 5-7 years of professional experience as an attorney in addition to labor and employee relations experience
- 5-7 years of overall experience working for a multi-faceted, highly complex, matrixed organization
- Experience working in state government authorities and agencies
- Excellent communication, analytical and writing skills
- Attention to detail with a history of taking initiative and proven ability to complete projects
- Ability to work independently with minimal supervision, handle multiple projects/transactions from all departments throughout the Center and meet deadlines in a timely manner is required

V. EXTENT OF PUBLIC CONTACT

This position has extensive contact with internal and external constituents, including Board members, business groups and associations, the legislature, local and state officials, economic and community development organizations and external counsel.

VI. PHYSICAL DEMANDS

No unusual physical demands

VII. WORKING CONDITIONS AND ENVIRONMENT

Work is generally conducted in a normal office environment. Will be required to attend occasional relevant meetings and conferences, which may take place during the evening and/or out of state, and would require travel and brief stays away from home (less than 10% travel). No unusual working conditions.

No agencies please.

Submit your resume and cover letter to: jobs@masslifesciences.com