

# TATA CANCER CARE FOUNDATION

## Job Description – Manager, Legal & Compliance, Tirupati

### Job Summary:

We are seeking a seasoned and strategic **Manager, Legal & Compliance** with a minimum of **10 years of experience** to join our legal & compliance team. The ideal candidate will have extensive in-house experience within a hospital, multi-specialty facility, or medical corporation, specializing in healthcare regulatory compliance, medical malpractice defence, and complex commercial contracting. You will advise senior leadership on risk mitigation and ensure all operational procedures comply with national and state healthcare legislation.

### Key Responsibilities:

- **Regulatory & Statutory Compliance:** Establish a compliance framework and ensure implementation in line with the statutory requirements
- **Medico Legal Affairs:** Manage medical malpractice lawsuits, hospital negligence claims, and patient disputes, working closely with the clinical teams.
- **Contract Management:** Draft, negotiate legal terms, review commercial contracts, MOU's, including vendor agreements, addendums, insurance contracts, and employment agreements for medical staff amongst other legal documents.
- **Risk Management:** Proactively identify potential legal risks in hospital operations and implement robust mitigation strategies.
- **Legal & Compliance System:** Ensure adherence at all times to the Legal & Compliance monitoring system implemented & coordinate / train with stakeholders at regular times.
- **Compliance Training:** Conduct training sessions for medical staff and hospital administration on legal updates, consent procedures, and statutory compliance.
- **Miscellaneous:** Assist the Corporate office on ad hoc important matters on a need basis. Liaison with local authorities in Tirupati, as required

### Required Qualifications & Experience:

- **Education:** Bachelor of Laws (LLB) or Master of Laws (LLM) from a recognized university.
- **Experience:** **Minimum 10 years of post-qualification experience** in a legal & compliance role, with at least 5 - 7 years focusing specifically on the hospital or healthcare sector
- **Background:** Strong track record in handling medico legal cases. and navigating regulatory framework.

### Key Skills & Competencies

- Good drafting skills for contracts and other legal documents
- Ability to work under pressure.
- High level of professional ethics, integrity, and confidentiality
- Fluent with English, Hindi and local language

26<sup>th</sup> Floor, Centre 1, World Trade Centre, Cuffe Parade, Mumbai – 400 005. | Contact No. 022 61358282

**Regd. Office:** Adjacent to 33 KVA Substation, Alipiri to SV Zoo Park Road, Tirupati, Chittoor, Tirupati (Urban), Andhra Pradesh, India - 517501 | CIN: U85310AP2017NPL105898

(Formerly known as Alamelu Charitable Foundation)