

COMPLIANCE OFFICER

EarlyTracks job opening

March 27th 2021

WHO WE ARE

EarlyTracks is a university spin-off that develops innovative solutions to improve **healthcare information management**.

Medical records are the fuel of data-driven innovation in the healthcare sector. Unfortunately, because of the poor quality of medical records real innovation cannot be implemented, leading to financial and medical inefficiencies. We therefore work with many leading hospitals in Belgium to help them improve the quality of their medical records.

To achieve this goal, our efforts are both relying on a strong technological background (that roots deep into our university background) and processes (fueled by our advanced expertise in the field).

Our offices are located in **Brussels** (city center).

ABOUT THE JOB

Over the last two years, our company has moved from a very small and informal team to a mid-sized institution at the forefront of its field. In this context, we are launched in a continuous professionalization of our processes.

To pilot these efforts, we are now looking for a Compliance Officer. Topics to be covered include quality management processes, data protection, information security, legal compliance and HR management.

Together with the managing director, you will initiate, setup and coordinate the resources and processes required to meet the highest standards in the medtech market.

More specifically, you will be responsible for:

- **Promoting Information Security:** you'll take the position of the Data Protection Officer (DPO) and together with technical responsables you'll develop a culture of data protection and promote information security ;
- **Quality Management:** You will setup and develop of a quality management (based on ISO standards);
- **Legal counselling:** Overall legal advisory.
 - o **HR management:** You will advise management on HR regulation (social law);
 - o **Governance:** You will make sure that EarlyTracks governance complies with best practices and law (board meetings, shareholders' meetings);
 - o **Corporate law:** (end-user licence agreements, commercial agreements, etc.)

Contact with clients (hospitals), partners and other stakeholders will be part of your daily work.

You will also have the support of dedicated experts (outside and inside EarlyTracks).

WHO YOU ARE

The role covering many different topics, we do not expect to find someone expert in all the fields above. More than for any other role, attitude and mindset are therefore of the utmost importance.

The candidate **must** have the following skills :

- Be able to evolve in a highly complex and ambitious setting;
- Have a legal background (ideally a Master degree in Private Law from a Belgian university);
- Have at least one previous work experience of at least 3 years (there is no maximum: 20-year experience profiles can also apply) ;
- Be rigorous and organized;
- Be team-player and people-oriented ;
- Be fluent in English.

Other **valuable** skills are:

- Previous experience and interest in the field of IT and/or medical institutions;
- Have a previous experience in the field of QMS and/or GDPR;
- Have a good business level in French and Dutch;
- Knowledge in another European language.

WHAT WE OFFER

We look for skilled people to work with us and achieve a major milestone in the field of Health Information Management... In counterpart to your contribution, EarlyTracks offers:

- An attractive salary package, tailored to your needs ;
- A scale-up company with both a proven track record and dynamic growth pattern ;
- A strong support for personal development / continuous training ;
- A flexible structure and a great team ;
- A meaningful job: we work in a great sector and from a great place in the ecosystem ;
- Personal opportunities as the company grows.

INTERESTED

Just send us your CV or LinkedIn page to jobs@earlytracks.com. We will then get back to you to propose a web call...
