



JOB DESCRIPTION

DATE:	January 2021
POSITION:	Placement Student - Quality Assurance
BUSINESS UNIT:	Pharma Services
LOCATION:	Craigavon
REPORTING TO:	Quality Assurance Team Leader
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

Working as part of the Quality team based in our global headquarters in Craigavon, you will be responsible for providing project support to the Quality Assurance team via the co-ordination of project activities and the management / review of key quality documentation.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Monitor and contribute to GMP compliance and Quality of manufactured and released pharmaceutical products.
2. Provide quality assurance support/advice to operational departments in support of new and existing projects and products. This will involve interaction with internal and external customers to achieve required timelines while maintaining product quality and compliance.
3. Internal/external contact for queries related to product compliance and quality.
4. Assist in monitoring and reviewing quality system elements such as deviation reports, corrective and preventative actions, change controls, complaints, and out-of-specification reports, with the objective of assuring the GMP compliance and quality of pharmaceutical products.
5. Review production and laboratory data, which is used to release product, or review validation/stability reports to ensure that all information contained within, is correct and accurate.
6. Identify, write, approve and implement GMP documents within Pharma Services and assist in training as required.
7. Carry out internal audits on all Pharma Services related areas as per the annually approved schedule to ensure GMP compliance.
8. Assist in the review of Technical Agreements.
9. Support in the delivery of efficiency projects within the Quality team and/or the delivery of business projects.
10. Support the Quality Department in the management of Quality Compliance Metrics.

11. Undertake additional duties or specific projects as required

Almac Pharma Services' Quality Mission:

To operate within a quality excellence framework that is both efficient and effective and continually assures safe and efficacious product to the patient.

The post holder will, support the quality mission of the business by:

- Ensuring exceptional and reliable quality in all aspects of work and recognising that quality determines the extent of success.
- Engaging with the Pharmaceutical Quality System to ensure that quality records are completed accurately and proactively managed in line with committed timelines. Quality performance against set targets is a key goal and aligns with business objectives.
- Actively contributing to the Quality Vision outlined by the Senior Management Team of reducing the gap between “where we are today” versus “where we want to be today”.

This role may require coverage beyond normal working hours as and when required. It is a condition of your employment that you are able to fulfil this requirement of the role.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the work place.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:

PRINT NAME:

DATE:

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.

PERSON SPECIFICATION

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	5 GCSEs (or equivalent) at Grade C or above including English Language and Maths Currently studying science or technical based degree with successful completion of two years	Currently studying for a scientific degree or a technical discipline with successful completion of two years	Application Form and Documentary Evidence
EXPERIENCE		Experience in co-ordinating and liaising with various personnel within an organisation/team Previous experience working within a regulated quality system.	Application Form and Interview
KEY SKILLS	Excellent communication skills (both written and oral) Proficient in the use of MS Office applications including Excel, Word, Project, Outlook and PowerPoint High attention to detail Ability to organise, plan and prioritise tasks within a high volume, varied workload Ability to work effectively on own initiative and effectively contribute within a team environment. Demonstrated ability to process and analyse large amounts of technical information		Psychometric Testing and/or Interview



ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview