



JOB DESCRIPTION

JOB DESCRIPTION CREATION DATE:	January 2023
POSITION:	Placement Student (Validation)
BUSINESS UNIT:	Diagnostic Services
LOCATION:	Craigavon
REPORTING TO:	Validation Manager
RESPONSIBLE FOR (PEOPLE):	NA

OVERALL ROLE OBJECTIVE:

To be responsible for supporting the daily, efficient running of the equipment and computerised systems in Almac Diagnostics Laboratories. This includes ensuring the correct and timely validation and commissioning of laboratory equipment and systems.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Support the validation/commissioning, of laboratory equipment/computerised systems.
2. Be responsible for reviewing commissioning/validation protocols to ensure equipment/systems are fit for intended use in accordance with appropriate regulatory agency validation requirements, internal company standards and operating procedures, and current industry practices.
3. Liaise with the responsible person/department(s) during compilation of the validation/commissioning protocols to ensure the customer requirements are met while maintaining compliance.
4. Maintain validation/commissioning documentation files and databases.
5. Maintain an electronic schedule of validation/commissioning, periodic review of laboratory equipment/systems and adhere to it.
6. Complete Periodic Review reports and User Account review forms on laboratory systems and follow up with findings.
7. Log Quality Events in relation to periodic review reports.
8. Undertake other duties related to the post as and when required.
9. Assist in maintaining a high level of housekeeping within the laboratories.
10. Follow change control principles when assessing changes to equipment/systems.
11. Update and retirement of validated systems.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure that all tasks completed are done so in compliance with Almac Diagnostics Services internal SOPs and Quality manual, and all applicable standards/regulations such as ISO15189, GCP, CAP/CLIA
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the workplace.
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	Studying for a BSc (or equivalent) within a Life Science related discipline Be prepared to conduct a 12 month full time placement before returning to university to complete the programme		Application Form
EXPERIENCE	Practical laboratory experience Ability to generate laboratory reports	Experience performing maintenance and calibration of laboratory equipment Working experience of typical laboratory instrumentation Experience of working as a team	Application Form and Interview
KEY SKILLS	Proficiency in the use of Microsoft packages (to include Word and Excel) Good analytical and troubleshooting skills Good communication skills (both written and oral) Proven ability to maintain a high level of accuracy in all work undertaken	Working knowledge of regulatory requirements for validation within the medical device/pharmaceutical industry	Application Form and 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