



JOB DESCRIPTION

DATE:	October 2021
POSITION:	Placement Student – Analytical
BUSINESS UNIT:	Sciences
LOCATION:	Craigavon
REPORTING TO:	Analytical Team Leader Senior Analytical Chemist Analytical Chemist
RESPONSIBLE FOR (PEOPLE):	NA

OVERALL ROLE OBJECTIVE:

The post holder will be part of a team of analysts responsible for analytical activities associated with drug substances and/or drug products. This may involve method development & validation, release testing and stability testing. Experience will be gained in many analytical techniques which may include HPLC, GC, IC, LC-MS, GC-MS, MS, NMR, FTIR and UV. A formal training program will ensure that the appropriate theoretical understanding and practical competency in the various analytical techniques is achieved. Training in GMP procedures will be provided and the post holder will be responsible for ensuring that all analyses and associated tasks are performed in accordance with Almac Sciences quality policies and procedures

In addition to the above activities the post holder may be required to carry out an Industrial Placement Project as a requirement of their degree course or alternatively an Almac Analytical Research Project as defined by the Analytical Management Team.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Carry out analyses as specified by their supervisor.
2. Develop and retain an up-to-date knowledge of relevant analytical techniques and equipment.
3. Ensure that tasks relating to quality standards and procedures such as cGMP are carried out in the specified manner.
4. Provide an accurate and timely service to support production and business requirements.
5. Ensure that analytical information and results are recorded accurately and in a timely manner as stipulated by the relevant analytical method or SOP.
6. Identify incidents of out of specification results and inform the relevant Team Leader
7. Assist in the generation of analytical documentation e.g. methods, specifications, protocols and reports.
8. Keep their supervisor informed on a regular basis of progress and any circumstances which alter agreed timescales.

9. Ensure that laboratory equipment remains in calibration and functions as required. Where this is not the case inform the appropriate persons for them to action.
10. Ensure that all equipment log books and maintenance records are kept up-to-date.
11. Other duties as may be deemed appropriate by their supervisor and that fall within the general remit of the post.

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

DATE:	October 2018
POSITION:	Placement Student – Analytical
BUSINESS UNIT:	Sciences
LOCATION:	Craigavon
REPORTING TO:	Analytical Team Leader Senior Analytical Chemist Analytical Chemist
RESPONSIBLE FOR (PEOPLE):	NA

	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	5 GCSE (or equivalent) passes, grades A-C, in Mathematics and English Language Educated to A Level standard or equivalent Currently studying an Analytical based degree with successful completion of 2 years by the end of this academic year with an overall first year result of $\geq 60\%$	3 A Levels at grade A-C or equivalent Currently studying an Analytical based degree with an overall first year result of $\geq 65\%$	Application Form and Documentary Evidence
EXPERIENCE		Previous analytical/laboratory experience within industry or educational institution.	Application Form and Interview
KEY SKILLS	Basic level ability in the use of Microsoft Packages (Word, Excel etc) Excellent communication skills (both written and oral) Proven ability to follow written work instructions Proven ability to manage multiple tasks simultaneously whilst maintaining a high level of accuracy in all work carried out	Proficiency in the use of Microsoft Office packages (to include Word and Excel) Working knowledge of COSHH. Working knowledge of multiple analytical techniques.	Psychometric Testing and/or Interview

	Proven ability to work effectively on own initiative and effectively contribute within a team environment		
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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