



JOB DESCRIPTION

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

OVERALL ROLE OBJECTIVE:

You will be part of a team of chemists responsible for the development of chemical processes to allow successful manufacture of drug substance to support toxicology, clinical trials and commercial supply. You will carry out assigned practical chemistry and analysis project work, under supervision, and will support the day to day running of the chemistry labs.

JOB SPECIFIC RESPONSIBILITIES:

1. Perform practical organic chemistry and analysis, under supervision, to agreed timescales.
2. Plan daily activities, guided by the line manager, to ensure project deliverables can be met.
3. Document all experimental work fully and accurately in lab notebook.
4. Operate, follow training, a range of analytical instruments (HPLC, NMR.....).
5. Keep their manager informed on a regular basis of progress and any circumstances that alter agreed timescales.
6. Contribute to continuous improvement by identifying tasks that could be run in a more efficient manner.
8. Other duties as may be deemed appropriate by their manager 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

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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 a Chemistry or Medicinal Chemistry with successful completion of the penultimate year by the end of this academic year	3 A Levels at grade A-C (or equivalent) An overall result of $\geq 60\%$ from your previous academic year.	Application and Documentary Evidence
EXPERIENCE		Previous laboratory experience within industry or educational institution.	Application 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 Proven ability to work effectively on own initiative and effectively		Psychometric testing and/or Interview

	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