



JOB DESCRIPTION

JOB DESCRIPTION CREATION DATE:	February 2021
POSITION:	Placement Student (Laboratory)
BUSINESS UNIT:	Diagnostic Services
LOCATION:	Craigavon
REPORTING TO:	Senior Laboratory Scientist / Team Leader
RESPONSIBLE FOR (PEOPLE):	NA

OVERALL ROLE OBJECTIVE:

To be responsible for performing molecular biological analyses as required and to assist in the daily, efficient running of the Almac Diagnostic Services Laboratories.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Perform molecular biological techniques as required
2. Perform quality control on samples and methods throughout laboratory processing
3. Assist in identifying and testing/optimizing new laboratory testing methods as required
4. Generate laboratory data and ensure accuracy of associated documentation
5. Monitor the short and long-term storage of samples
6. Receive, log, store and dispose of customer samples as required
7. Perform COSHH assessments
8. Assist in laboratory risk assessment procedures and complete necessary documentation
9. Assist with the calibration and maintenance of automated and non-automated laboratory equipment.
10. Order, track, stock and maintain the laboratories with the appropriate lab reagents, consumables, equipment and glassware.
11. Receive and log incoming lab reagents and consumables
12. Assist in maintaining a high level of housekeeping within the laboratories
13. Be responsible for ensuring that laboratory tasks are carried out according to Almac Diagnostics standard operating procedures
14. Identify any non-conformances and take action to document and correct them with the minimum disruption to laboratory work

15. Assist in the generation, revision, and/or review of laboratory or equipment-related SOPs and other quality documents
16. Other duties as may be deemed appropriate by the Supervisor/Manager and that fall within the general remit of the post

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	Practical experience in genomic and/or proteomic laboratory techniques	Application Form and Interview
KEY SKILLS	Ability to maintain a high level of accuracy in all work undertaken Excellent communication skills (both written and oral) Proven ability to organise, plan and prioritise tasks within a high volume, varied workload Proven ability to work effectively on own initiative and effectively contribute within a team environment Good troubleshooting skills Good IT skills		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