



JOB DESCRIPTION	
JOB DESCRIPTION CREATION DATE:	13 January 2020
POSITION:	Senior Analytical Chemist (Grade I)
BUSINESS UNIT:	Sciences
LOCATION:	ASI
REPORTING TO:	Analytical Technical Leader or above
RESPONSIBLE FOR (PEOPLE):	Analytical Chemist or below

Revision No. 00

OVERALL ROLE OBJECTIVES

Team: Analytical Development ASI

The purpose of the job is the development and phase appropriate validation of analytical methods on behalf of external clients to support release testing and stability studies for Reference Standards, API and Drug Products. These include, but are not limited to, determination of assay and related substances by HPLC, UPLC and GC, determination of residual solvent content by GC, determination of water content by volumetric and coulometry KF, titration or stromboli oven, dissolution, disintegration, hardness, water activity and content uniformity.

JOB SPECIFIC RESPONSIBILITIES

The postholder will be required

Job Specific Knowledge

- To demonstrate excellent understanding of the technical aspects of the job
- To demonstrate good understanding of current internal procedures and regulatory aspects of the job
- To maintain current knowledge of technical activities related to the job
- To actively participate in customer visits and audits and to give presentations where necessary

Results Delivery

- To take part in any other activities related to the job as requested by the line manager
- To plan project work for self and other team members on same project in order to meet deliverables
- To ensure work area is clean, tidy and housekeeping is of high standard
- To carry out regular laboratory equipment calibration and performance checks as per appropriate SOPs/AOIs
- To record data ensuring it is attributable, legible, contemporaneous, original and accurate
- To be able to adjust priorities appropriately to meet the project timelines
- To ensure that all scientific project work is completed to the required standard, within budget and to agreed project timelines
- To write accurate and concise reports



Customer Focus

- To be responsive to customer requirements, taking care to identify and record any scope changes that may impact Almac
- To actively participate in teleconference and face to face discussions with clients

Communication

- To attend, actively and constructively participate in Team Meetings
- To communicate project status internally with accuracy and clarity
- To provide regular updates to your line manager
- To maintain effective communication with own department and other departments
- To contribute to technical discussions
- To identify scope changes and to communicate these changes in a timely manner

Leads by Example

- To observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious environment is maintained in which bullying and or harassment does not occur
- To display high level of integrity when dealing with management, colleagues, clients, contractors and suppliers while representing Almac
- To know, embrace and display all Almac's core values in every day-to-day activity in and outside work
- To act as a positive role model for the organisation, fostering a climate of teamwork and continuous improvement
- To be accountable for all actions
- To actively promote an engagement and compliance culture within the team and the whole of Almac Sciences
- To mentor less experienced members of the team
- To provide hands-on technical leadership on projects

Proactive Solutions

- To identify opportunities for process improvement and propose potential solutions with line manager or other senior colleagues
- To interpret project data and identify trends in conjunction with line manager.

Quality

- To comply with Almac policies and procedures
- To report all accidents, incidents, near misses or any unsafe conditions in the workplace and propose preventative actions
- To ensure the appropriate GMP procedures are followed consistently in all areas of work
- To prepare and review data and documents accurately and efficiently, in line with the department's culture of Right First Time
- To communicate deviations from GMP procedures in a timely manner
- To be able to identify OOS, OOT, OOP and OOE results and to inform the appropriate member of staff according to procedure
- To perform project work Right First Time to avoid repetition and to ensure timely completion of project deliverables
- To ensure that all training is recorded and up to date before undertaking any specific duties
- To train less experienced scientists as required in the appropriate SOPs



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 REQUIREMENTS	DESIRABLE REQUIREMENTS	ASSESSMENT METHOD
Qualifications	5 GCSE (or equivalent) passes, grades A-C, including Mathematics and English Language or leaving certificate - Degree level qualification in an Analytical/Chemistry related discipline or equivalent experience - Higher Level Qualification in relevant discipline, including significant industry experience, may be considered in Lieu of Degree Qualification	Postgraduate level qualification (or equivalent) in a related discipline	Application Form and Documentary Evidence
Experience	- Previous relevant laboratory experience - Working knowledge of multiple laboratory techniques and ability to trouble shoot	- Previous relevant industrial experience in a GMP/GLP environment - Experience in method development and/or validation	Application Form and Interview
Key Skills	- Experienced in the use of Microsoft Packages (Word, Excel etc) - Excellent communication skills (verbal and written) - Ability to apply attention to detail to tasks undertaken - Ability to organise and plan work both independently and in conjunction with team members	None required	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