JOB DESCRIPTION	
DATE:	October 2026
POSITION:	Quality Control Supervisor
BUSINESS UNIT:	Sciences
LOCATION:	Edinburgh
REPORTING TO:	Quality Team Leader
RESPONSIBLE FOR (PEOPLE):	Quality Control Senior Analysts, Quality Control Analysts, Placement Students

OVERALL ROLE OBJECTIVE:

To provide hands-on technical leadership in the support of high throughput GMP peptide manufacturing projects, testing and release of finished product, raw materials and other QC related tasks.

Participate in site scheduling meetings and be responsible for scheduling and assigning analysis required to support client manufactures and related stability programs, ensuring all required analysis is performed correctly and on time.

Provide technical and chromatographic expertise in method development and validation exercises undertaken for new clients and ensure relevant protocols and reports are in place.

Manage a team of Quality Control analysts.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Perform all work to ensure effective and efficient on budget, on time delivery of the required product/service of the specified / expected quality.

2. Provide technical and operational leadership to less experienced scientists and direct reports.

3. Be pro-active in providing technical and quality related input in respect of the Quality Control aspects assigned projects and tasks.

4. Plan and perform method development and validation activities and troubleshoot client provided analysis methods in response to project needs.

5. Act as second person checker and/or PM reviewer as the situation demands.

6. Highlight possible issues and suggest solutions; implement solutions and adjust priorities as appropriate.

7. Plan work for self and other Quality Control team members to meet project deliverables.

8. Monitor the progress of assigned work with Manufacturing Manager and other project managers to ensure team is working efficiently on the work plan.

9. Support external audits as QC representative, ensuring documentation & records are available upon request. Conduct self-inspections as necessary.

10. Report all incidents, accidents or any unsafe conditions in the workplace immediately through the safety event reporting system.

11. Undertake performance management appraisals for line reports.

12. Understand the Company's Health and Safety Policy and follow the Company's written safety procedures.

13. Comply with the Almac Sciences (Scotland) Ltd. quality policies in all aspects of the role. Generate, review or update standard operating procedures as required.

14. 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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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Degree level qualification (or equivalent) in a Life Science related discipline	Degree level qualification (or equivalent) in an Analytical related discipline	Application Form and Documentary Evidence
EXPERIENCE	Previous analytical experience within the pharmaceutical or fine chemical industries. Working knowledge of HPLC and mass spectrometry.	LCMS experience Experience of drug substance and/or drug product analysis in a GMP environment Experience in HPLC method development and/or tech transfer and/or validation Experience in supervising staff	Application Form and Interview
KEY SKILLS	Proficient ability in the use of Microsoft Packages (eg Word, Excel) Excellent communication skills (verbal and written) Proven ability to organise and plan work both independently and in conjunction with team members	Working knowledge of multiple analytical techniques	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