JOB DESCRIPTION	
DATE:	October 2018
POSITION:	CS CR Shipping Supervisor
BUSINESS UNIT:	Almac Clinical Services
LOCATION:	Craigavon
REPORTING TO:	CS CR Distribution Team Leader
RESPONSIBLE FOR (PEOPLE):	CS CR Distribution Operator, 0,1,2,3 CS CR Shipping Administrator CS CR Logistics Cleaner

OVERALL ROLE OBJECTIVE:

The Distribution function is responsible for management of the Distribution order process including order receipt, documentation generation, material picking and packing.

The post holder is responsible for supporting the Distribution Team Leader and the Distribution Manager in the day to day supervision of the Distribution function.

The role may extend to cover Distribution Supervisor duties for the Dundalk facility.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Contribute to ensure that the daily operations of the Distribution department within Clinical Services are managed effectively. Ensure that material is accurately controlled and handled throughout the entire process.

2. Undertake all duties in accordance with cGMP and as detailed in the relevant SOPs, reporting any deviation from procedures

3. Assist with maintenance of effective lines of communication between all teams / shifts within the Distribution department. Ensure that there is clear understanding of the work priorities to be handled by all shifts through clear, concise and effective means of communication.

4. Ensure that work allocation within the Distribution department is in support of client requirements and overall department priorities.

5. Ensure that all personnel within Distribution are utilising COSMOS effectively and in line with the principles of ALCOA.

6. Ensure all activities undertaken within the Distribution department are carried out in line with Standard Operating Procedures and in accordance with the principles of ALCOA.

7. Review and update Standard Operating Procedures in the Distribution department as required.

8. Ensure all material processed through the Distribution department is handled and stored in line with the Material Specification, relevant Standard Operating Procedures and cGMP.

9. Ensure that all work areas within the Distribution department are maintained to the required levels of housekeeping and cleanliness and audit ready at all times.

10. Report on all material, manpower, and transport requirements within the Distribution department.

11. Actively contribute to maintenance of good working relationships within the Distribution department and with all other departments in the division.

12. Assist with the assessment of problems encountered relating to orders and escalate to the responsible person(s) / department(s) when appropriate to ensure timely resolution.

13. Maximise departmental efficiency through successful time management and the ability to prioritise daily activities.

14. Fulfil any necessary duties as per the Distribution process as required.

During periods of high volume work requests this role will require additional coverage beyond normal working hours and it is a condition of your employment that you are able to fulfil this requirement of the role.

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	Third level qualification **OR** Significant experience in a similar role	Third level qualification in a science discipline Recognised Health and Safety qualification	Application Form and Documentary Evidence
EXPERIENCE	Experience working in a Distribution or Warehousing environment Supervisory experience	Experience working in a Clinical Trial environment Experience supervising suppliers and carriers within in a cGMP environment	Application Form and Interview
KEY SKILLS	Proficiency in the use of Microsoft Office packages (to include Word, Excel and Outlook) Proven ability to follow written work instructions Ability to organise, plan and prioritise tasks within a high volume, varied workload whilst maintaining a high level of accuracy in all work undertaken Excellent communication skills (both written and oral) Demonstrated ability to process and analyse large amounts of information	Previous experience of preparing written reports in a work environment Previous experience using Microsoft access Thorough understanding of key HR issues – appraisal / disciplinary / grievance	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