JOB DESCRIPTION	
DATE:	Oct 2026
POSITION:	**CT CR eCOA Business Analyst**
BUSINESS UNIT:	Clinical Technologies
LOCATION:	Craigavon, North West, or Charnwood
REPORTING TO:	Director/Assoc Dir – Strategic Solutions
RESPONSIBLE FOR (PEOPLE):	None

OVERALL ROLE OBJECTIVE:

Purpose

Translate business needs into clear, testable specifications for development and test

Mandate

Delivers specifications; does not decide on priority or scope.

JOB SPECIFIC RESPONSIBILITIES:

Responsible For:

Requirements Elicitation, Management & Delivery

- Elicit and clarify requirements with stakeholders.
- Document functional and non-functional requirements (including acceptance criteria).
- Develop use cases and detailed specifications; support backlog refinement.
- Align business and IT; ensure consistency and traceability.
- Support UAT and acceptance with clear test cases and criteria.

Other General Responsibilities

Supports administrative goals by:

- Delivering a high level of service and quality
- Ensuring effective time management
- Follow compliance to administrative and regulatory requirements
- Maintaining thorough and appropriate documentation
- Attending company and staff meetings

Promotes teamwork by:

- Acting as a member of a cooperative team towards a shared business objective
- Adhering to company and department policies
- Partnering with staff where additional clinical/project management/functional expertise is needed to complete the task at hand

Maintains quality service by following organization SOPs, WI's and standards

- Adhere to department and division SOPs & WIs, assuring consistent compliance and timely certification on assigned materials
- Ensure all documentation and deliverables are consistent with appropriate SOPs/WIs

Attends and participates in required trainings and eLearning courses.

Completes other duties as assigned by management.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GxP 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	
DATE:	Sep 2026
POSITION:	**CT CR eCOA Business Analyst**
BUSINESS UNIT:	Clinical Technologies
LOCATION:	Craigavon, North West or Charnwood
REPORTING TO:	Director/Assoc Dir – Strategic Solutions
RESPONSIBLE FOR (PEOPLE):	None

	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	GCSE Grades A-C Maths & English (or equivalent) 3 A levels Grades A-E (or equivalent) Or Significant relevant experience working in Almac Clinical Technologies	Bachelor's degree strongly preferred	Application Form and Documentary Evidence
EXPERIENCE	BA experience in: • Requirements elicitation and writing • Defining acceptance criteria • Stakeholder facilitation • Agile/software delivery • Analytical/problem-solving ability • Regulated environment awareness • UAT/testing involvement.	Significant experience in • eCOA/eClinical experience • Clinical trials experince • Patient-facing technology • GCP/regulatory knowledge • Azure DevOps • Modelling techniques	Application Form and Interview

KEY SKILLS	Strong analytical and decision-making skills. Experience working within agile product development environments. Excellent communication and stakeholder management capabilities Strong interpersonal skills Strong commitment to fostering and promoting team-work Strong organizational skills		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