



Applicant Guidance



Join us and let's advance human health together!

We are delighted that you are considering choosing a career at Almac.

It is an exciting time in our company history as our global expansion advances and we continue to embrace emerging technologies and new service offerings. We believe that our impressive ongoing developments will ensure that Almac remains a global leader in our industry, meeting the needs of our clients now and into the future.

A career at Almac is unlike any other — every day brings new challenges and opportunities as we pursue our mission to improve patients' lives worldwide across a diverse range of therapeutic areas.

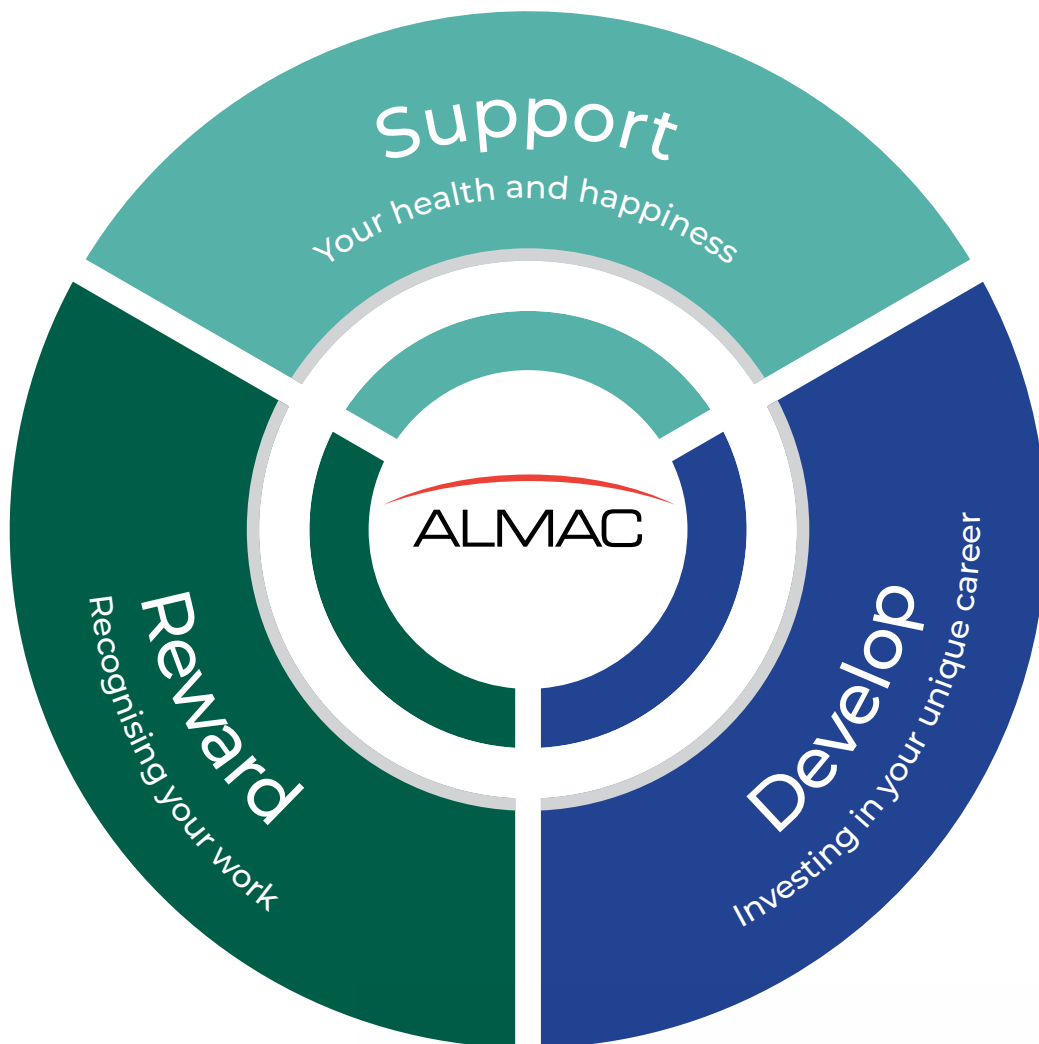


Why choose Almac?

Our people are our core asset and we strive to provide our employees with the recognition and rewards for the vital work they do.

Our approach is simple – we support, develop and reward our people to build fulfilling careers.

[Find out more](#) about our various employee initiatives:



Recruitment and Selection Process

Our merit-based selection process ensures we find the best candidates to support our continued success.



Application

All career opportunities are advertised on the careers section of the company website: www.almacgroup.com/careers

To apply for a position, you will have to complete a short application form and submit your CV via the applicant tracking system, Rezoomo. You will have to complete this in one sitting, so please make sure you have your CV ready to attach.

Submitting your Application

Review the job description and person specification carefully – these are attached to the job listing for each role. Your application should show how you meet the criteria, and the key skills required. Ensure that your CV is tailored for the role you are applying for, so a careful review of the details prior to submission is recommended.

Answer each question on the application form clearly and concisely, showing how you meet the requirements.

Ensure your CV is current – include academic qualifications, training, and relevant work experience. If the criteria requires specific academic or professional qualifications, you should clearly detail the type and level of qualification held. Qualifications of an equivalent or higher standard may be considered. Please demonstrate how equivalency has been justified (e.g. refer to a relevant Qualifications Framework).

Consider any transferable skills you have that are relevant to the role – these are skills and abilities that can be applied to a wide range of different jobs and industries. For example, the ability to clearly communicate, solve problems, lead, and work as part of a team – these are some examples of transferable skills. You can also demonstrate your transferable skills on your CV and / or application form using descriptions or examples, if appropriate.

Shortlisting

All applications received will be considered and assessed against the criteria outlined in the person specification. The panel will not make any assumptions on your prior skills and experience, so please make sure you outline clearly how you meet the essential and desirable criteria.

All applicants will be contacted with the outcome of their application.

Shortlisted candidates will progress to the next stage of the selection process and will be contacted by the Talent Acquisition team to outline the next steps.

Assessment

Depending on the role, candidates may be invited to attend a screening call to assess suitability for progressing to interview. This will usually include a further discussion around your CV and previous experience and will also allow you the chance to find out more about the role.

Following a successful screening call, all shortlisted candidates will be invited to attend at least one interview either onsite or remotely using MS Teams. Interviews will usually comprise of a mix of competency and technical (experience) based questions. There may also be situational type questions based around the Almac core competencies and your skills / experience.

Competency based interviews are usually structured and will ask for examples to demonstrate how you have used skills and behaviors in past experiences to prove your ability and skill in that competency area.

At times, we may also use other forms of assessment such as psychometric testing or seen/unseen presentations. Should this be the case for your application, we will provide full written details of what you will need to do.

Interview Preparation

Familiarise yourself with the Almac Core Competencies: Job-Specific Knowledge, Communication, Leads By Example, Customer Focus, Results Delivery and Proactive Solutions.

Think of examples from your own experience that will highlight your skills and knowledge in each of these areas – be prepared to discuss these examples in detail at interview.

Read your interview invitation details carefully – make sure you know the exact location of your interview, who to ask for on arrival and allow plenty of time to access the correct location on our large campus.

Review your application and the job description carefully and try to think of your own experiences that align with similar activities in the role.

Dress appropriately for interview - this applies to both onsite interviews and remote video interviews.

For MS Teams interviews, make sure you are in a quiet, private location alone with no interruptions, and a stable internet connection. You will also need a device with a camera.

Job Offer

Job offers will be made based on merit to the top scoring candidates at interview. Almac may also operate a reserve list for future similar vacancies.

All candidates who attend interview will be informed of the outcome of their application.

Successful candidates will be contacted by a member of the Talent Acquisition team who will confirm the details of the job offer, start date and advise on next steps.

Onboarding and Induction

An offer pack containing your employment contract, offer letter, job description, employee handbook and other new starter documentation will be issued via email for your completion. Almac use DocuSign to allow you to review, sign and return your documentation online quickly and easily.

Our HR and Occupational Health teams will complete the necessary pre-employment checks, including right-to-work checks and medical screening.

A Company Induction takes place twice every month and your start date will be scheduled in line with this where possible. Company induction will formally welcome you to the Almac Group and covers topics including essential HR information, health and safety, and provides an overview of the Almac Group and Business Units.

You may also meet a senior member of the management team for your Business Unit and have an opportunity to meet other new employees.

You will also be required to complete electronic learnings as part of your first few days.

The Talent Acquisition Team will contact you before your start date to confirm details of your Induction, start time and will also provide details on car parking arrangements and reporting details for your first day.

Information for Internal Candidates

Almac supports and encourages all staff to develop and reach their full potential. Vacancies across the group are usually open to our current employees and all those who are on a contract of service with the company through a recruitment agency, with the exception of certain restrictions. Applications will be accepted from internal candidates who have successfully completed their probationary period and do not have either a Performance Improvement Plan in place or any live disciplinary warnings on record.

Candidates must have completed a minimum of 6 months' service within their current role if they are applying for a vacancy within the same Business Unit, or a minimum of 12 months' service if applying for a vacancy within a different Business Unit. Employees on a fixed term contract must be within two months of completion of said contract. The company reserves the right to reduce or extend the time periods outlined on an individual basis where business need dictates.

If applying for a position of equal or higher level to their current position, those who receive annual assessments cannot have an overall annual assessment rating of 'Does Not Meet Expectations' within their most recent review. For candidates who receive PMPs, a rating of 'Does Not Meet Expectations' in either the 'what' or the 'how' areas, cannot be accepted for internal vacancies.

All internal applicants must also inform their current line manager of their intention to apply for alternative positions within the Almac Group prior to submitting an application.

For current or past employees of Almac, or current or previous agency workers on assignment with Almac, an internal reference will be sought from either the current line manager or the last line manager prior to leaving the company prior to any job offer.

Additional Information

The Almac Group is an Equal Opportunities employer. Should you have a disability and require a reasonable adjustment at any stage in the recruitment process, please contact the Almac Talent Acquisition team at recruit@almacgroup.com to discuss further.

Almac is committed to providing an environment where everyone shows respect and consideration for one another and is free from types of behaviour which may undermine a person's dignity, including any form of harassment, sexual harassment or bullying. If you have any concerns about behaviour that may contravene this, please reach out to our HR team via HRQueries@almacgroup.com. Internal candidates are encouraged to review the Dignity at Work policy in the first instance and the reporting mechanisms within it.

There are certain roles within the Company that work in security sensitive areas. Almac must conduct a basic criminal record disclosure check through a relevant body e.g. Access NI, for these posts to ensure compliance. You will be advised if the role that you are applying for requires a basic criminal record check.

As a prospective employer, Almac will request candidates to disclose information about any conviction which is not considered 'spent' at job offer stage prior to appointment in post.

A person's criminal record will not in itself debar that person from being appointed. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.



With 18 locations and a further 60 depots around the world,
we are where our clients and patients need us to be.

7,700+

Employees globally

18

Almac facilities

55+

Year's experience



FIND OUT MORE

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@Almac_Life



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Almac Careers