

Job Description & Person Profile



Analytical Laboratory Scientist

Department:	Analytical Laboratory
Reporting to:	Analytical Laboratory Manager
Senior Manager:	Head of Quality

Job Purpose:

To test and release raw materials, intermediates and finished products, to perform stability testing of finished products and to validate HPLC and other appropriate test methods, ensuring delivery in accordance with project timescales and deadlines.

Job Specific Responsibilities:

- Implementing validation protocols to ensure validation of analytical test methods for the testing of pharmaceutical products to Good Manufacturing Practice and ICH requirements for both QC and stability purposes.
- Testing of raw materials, intermediates and finished products.
- Performing stability testing of products for current, new and proposed formulations.
- Preparing quality reports, certificates of analysis and stability reports.
- Assisting with manufacturing investigations.
- Validating test methods for use in cleaning validation.
- Preparing analytical method development, validation and test reports.
- Preparing/reviewing raw material and finished product specifications.
- Writing/reviewing Standard Operating Procedures (SOPs).
- Supporting on all analytical laboratory activities.
- Participating in self inspections and regulatory inspections.
- Calibrating analytical equipment as and when required.

Company Specific Responsibilities:

- Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
- Working with all members of staff to maintain and develop the positive progressive culture within the Company.
- Observing and complying with Good Manufacturing Practice (GMP) and Good Distribution Practice (GDP).
- Observing and complying with Company Health and Safety Policies.
- Observing and complying with Company Standard Operating Procedures (SOPs).
- Undertaking any other duties, either for this department or any other department within the business, which may be requested by the Line Manager, for which training and/or an explanation has been provided and understood.

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Person Profile:

- Essential Requirements:
 - Degree or BTEC in a scientific discipline (with strong chemistry content).
 - Good IT skills e.g. Microsoft Office (Word, Excel and Outlook).
 - Credible and confident communicator (written and verbal) at all levels.
 - Highly customer focused and passionate about delivering excellent customer service.
 - Ability to achieve and maintain high standards with meticulous attention to detail.
 - First class planning, organisational and time management skills.
 - Ability to work accurately in a busy and demanding environment, adhering to strict deadlines/timescales.
 - Strong analytical and problem solving ability.
 - Self-starter who can 'hit the ground running'.
 - First class team player with a totally flexible approach.
 - Self-motivated with the ability to work proactively using own initiative.
 - Hands on approach with a 'can do' attitude.
 - Committed to learning and development.
- Highly Desirable:
 - Impressive, demonstrable track record and skills/experience gained within a similar position(s), at a similar level.
 - Highly proficient in the use of key analytical equipment (HPLC, IR, UV) and the testing of finished products.
 - Experience of working in a GMP environment.

Training:

You will receive on the job training and other specific training, as agreed and required.