



JOB DESCRIPTION

DATE:	September 2017
POSITION:	Micro/Environmental Lab Analyst
BUSINESS UNIT:	Pharma Services
LOCATION:	Charnwood
REPORTING TO:	Senior Analyst/Team Leader
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

The post holder will be responsible for carrying out the sampling and testing of environmental and microbial samples, maintain accurate records of work and conduct all analysis following GMP and/or internal procedures.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Perform sampling activities for environmental and microbial samples
2. Perform testing activities on environmental and microbial samples
3. Compile completed documentation in accordance with internal procedures and contract customer requirements.
4. Assist in the maintenance of stock levels of chemicals and reagents in the laboratories.
5. Maintain accurate records of all work undertaken.
6. Carry out the analysis of stability samples according to the requirements of the stability protocols.
7. Carry out method development or validation activities for analytical methods to pharmacopoeial and regulatory guidelines.
8. Review analytical documentation, which has been completed by other analytical personnel.
9. Adhere to laboratory procedures and systems when conducting all analyses.
10. Maintain the systems within the laboratory according to GMP and internal procedures.
11. Promptly report any out of specification results in the conduction of laboratory work.
12. Conduct internal laboratory audits as required.
13. To perform any other duties deemed appropriate by their Manager

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

DATE:	September 2017
POSITION:	Micro/Environmental Lab Analyst
BUSINESS UNIT:	Pharma Services
LOCATION:	Charnwood
REPORTING TO:	Senior Analyst/Team Leader
RESPONSIBLE FOR (PEOPLE):	N/A

	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	B.Sc. (or equivalent) in Chemistry, microbiology or a Life Science subject with a significant chemistry or microbiology portion or significant experience of working in a GMP microbiology or environmental laboratory.	M.Sc./PhD (or equivalent in a Microbiology or Life Science with a significant Microbiology component.	Application Form and Documentary Evidence
EXPERIENCE	Previous experience of working in a microbiology or environmental testing environment. Previous experience of working within a GMP environment		Application Form and Interview
KEY SKILLS	Excellent attention to detail Practical problem solving skills Proficiency in use of IT packages (Word, Excel, PowerPoint and Outlook) Demonstrated ability to work effectively as part of a team as well as on the applicant's own initiative.		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