



JOB DESCRIPTION

DATE:	February 2019
POSITION:	CS CR Quality Control Inspector Grade 1 - Label Control/Distribution
BUSINESS UNIT:	Clinical Services
LOCATION:	Craigavon
REPORTING TO:	CS CR QC Supervisor - Label Control/Distribution
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

The post holder will be expected to sample, inspect and release labels and shipments in accordance with relevant SOPs, agreed specifications and timelines.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Perform the following tasks:
 - Inspection of labels
 - Sampling and inspection of distribution orders
 - Destruction activities
 - Checks on material returned to stock
 - Approval of randomisation files and label verification projects
2. Ensure any customer specific requirements have been carried out during processing and by Quality Control during the inspection process.
3. Travel, when required, to other buildings to aid in the inspection and sampling of materials for Almac Clinical Services.
4. Ensure adherence to cGMPs, SOPs and customer instructions through performance of job function.
5. Maintain a regular presence on the floors in order to monitor compliance with cGMP and general housekeeping within the Label Control/Distribution areas.
6. Check documentation for completeness and accuracy. Identify any deviations from written procedures and inform relevant personnel.
7. Be forthcoming with ideas/suggestions regarding process simplification and improved compliance. Be proactive regarding implementation of such through good engagement with Supervisors.
8. Report/escalate serious/potentially serious breaches of GMP compliance or matters of concern to the QC Supervisor in an open and timely manner for appropriate resolution.

9. Provide information to support the Lead Investigators during the conduct of an investigation.
10. Work to a consistently high standard, even when under pressure.
11. Maximise efficiency through successful time management and the ability to prioritise daily activities independently.
12. Fulfil any necessary administrative duties associated with the role, as and when 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	5 GCSEs (or equivalent) at Grade C or above	NVQ level 3 Qualification (or equivalent)	Application Form and Documentary Evidence
EXPERIENCE	N/A	Previous experience of working within the Pharmaceutical industry, GMP manufacturing, packaging or Quality Assurance/Control	Application Form and Interview
KEY SKILLS	Proficient in the use of IT applications (Word, Excel, Outlook, etc)	N/A	Application Form
	<p>Able to organise, plan and prioritise tasks within a high volume and varied workload</p> <p>Proven ability to accurately follow written instructions</p> <p>Effective problem solving and decision making ability</p> <p>Proven ability to be able to work effectively on own initiative and as part of a team</p> <p>Ability to work to consistent high standard under pressure</p>	Working knowledge of GMP	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