|  |  |  |  |
| --- | --- | --- | --- |
| **­Job Title** | QC Laboratory Analyst | **Business Unit** | DPM&S |
| **Job Family** | Quality  | **Department** | Quality Control  |
| **Reports To** | QC Supervisor  | **Location** | Skipton, UK  |

**Organisational Structure**

# Job Purpose

As an Analytical Analyst you are involved in carrying out testing (chemical and administrative) on raw materials, semi-finished products, veterinary medicinal products and packaging materials. Stability research and calibration of analysis equipment is also part of your work. All QC activities are performed according to established procedures and according to the Dechra Quality Management System.

# Key Responsibilities

Performing analytical and physical tests and evaluating the results obtained in order to guarantee the quality of packaging materials, semi-finished products, raw materials and end products, ie all Good Manufacturing Practice (GMP) requirements are met and all results are met.

Meet established specifications and customer requirements.

* Collection, receipt and archiving of samples of raw materials, packaging, wage products, labels, semi-finished products, end products and water samples. Taking swab samples for monitoring and cleaning validations.
* Ensure an efficient division of the work, taking into account the production planning and agreed lead times.
* Performing regular maintenance and minor repairs, keeping clean and calibrating equipment, materials and spaces.
* Perform tests on raw materials, semi-finished products and packaging materials before use in production, using a wide range of analysis equipment.
* The release of raw materials, semi-finished products and packaging materials for use in production
* Performing tests on end products for the release of products for the market, using a wide range of analysis equipment.
* Perform analysis for process, product, cleaning and equipment validation studies
* Conducting analysis for stability studies
* Carry out analysis for method transfers to or from other laboratories.
* Checking and checking analysis data, documents, methods and procedures.
* Correct interpretation, processing and reporting of analysis data in electronic data systems and validation protocols.
* Preparing analysis certificates for customers.
* Conducting examinations as a result of Out-of-Specification results, deviations and other quality-related investigations.
* Keeping in touch with relevant departments to ensure that analytical tests are performed on time.
* Ensure the cleanliness in the laboratory rooms and the individual workplace.
* Keeping inventory and orders of chemicals, consumer goods and parts of equipment.
* Providing training / training to new employees or colleagues.
* Arranging the execution of external research, sending samples, processing reports and checking the progress of the work to be carried out.
* Drafting of specifications incl. Analytical regulations for raw materials, wage products, semi-finished products, packaging, labels and end products.
* Drafting of procedures relating to the departmental work and handling it according to the regulations.
* All other tasks that can reasonably be requested and approved by the management.
* Collaborate with team colleagues to ensure that the workplace environment remains at a high level regarding quality and cleanliness and complies with company and legislative standards at all times;
* Ensure both your own health and safety and that of others, ensure that all company safety and quality systems and relevant legislation are complied with, ask questions and report any incidents or suggestions to the manager;
* Ensure that all waste is safely removed and is in line with business processes.
* Stay abreast of developments in the field through training, reading of literature, documentation and the like.

**Key Performance Indicators**

* Carry out analysis according to the applicable GMP Health and Safety and internal procedures
* Execution of analysis first time right
* Execution of analysis within the agreed throughput times

# Competencies

|  |  |
| --- | --- |
| Motivates Others | Accurate, precise and independent |
| Attention to detail | Proactive, result-oriented |
| Communicative | Quality Conscious, customer-oriented |

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Behaviour and Values** | **(D)** Dedication- committed to delivering excellence **(E)** Enjoyment-enthusiastic and results driven**(C)** Courage- able to take calculated risks **(H)** Honesty- honest with a high level of integrity**(R)** Relationships-team player **(A)** Ambition- willing and able to go the extra mile |  |
| **Skills and Experience** | Very precise and concentrated workCan work in a teamGood communicative skillsGood problem-solving abilityStrong attention to detailMinimum of 3 years of relevant experience in a pharmaceutical GMP quality control laboratoryKnowledge of chemical and physical analysis techniques; HPLC, UV-VIS, DLC, MID-IR, (auto) titration, water determination Karl Fischer, TOC, physicochemical tests as density, melting point determination, color measurement, viscosity measurement, pH measurementKnowledge of laboratory equipment to be usedWorking in Word and Excel and with HPLC data system (CDS)Knowledge of environmental, health and safety, GMP and company regulationsGlobal knowledge of production methodKnowledge of the applicable procedures and their application |  |
| **Qualifications** | BSc Hons in Chemistry or equivalent in scientific field  |  |
| **Additional Details**  | Occasional global travel is required with this role |

…………………………………………………………. ……………………………………..

(Signed by Job Holder) (Date)