MedPharm Ltd
Job Description

Job Title:	Analytical Scientist
Location:	MedPharm Ltd, Guildford, Surrey
Report to:	Senior Scientist

Main purpose of job

- Help manage the scientific research projects within your project team,
- Manage your project team (technical & managerial guidance),
- Manage the day to day running of your team within the laboratory in compliance with MedPharm's QMS,
- Contribute to the analytical study plans & produce the final analytical reports.

Significant internal and external relationships

- QC Department
- Study Directors
- Your Analytical team, whole Analytical team, Senior Management & Head of Analytical team
- Current and prospective Clients
- Suppliers or services and materials
- Auditory and Regulatory bodies

Responsibilities

Management:

(i) Line management of your junior scientists,
(ii) To monitor your teams individual study plans and project timelines,
(iii) To mentor in conjunction with the technical experts within the Analytical Team to develop and maximise individual and team performances,
(iv) Keep your manager updated on your teams performance,
(v) To perform any other tasks at the request of your manager,
(vi) Inform both the SD & Senior scientist if projects are liable to overrun set timelines (as soon as possible),

Analytical:

(i) Contribute to each analytical study plan,
(ii) Prepare the final analytical reports produced by your team,
(iii) Provide analytical technical support to your analytical team, the Study directors and client(s),
(iv) Take responsibility for the maintenance of the teams HPLC equipment, ensuring the system is fully functional,

has been serviced and is within calibration,

(v) To provide the technical help on the analytical techniques in place at MedPharm (HPLC,and other techniques) and help promote innovation by keeping up to date with new analytical techniques by reading current analytical literature,

(vi) Ensure your team members are fully trained to utilise every aspect of running tests and processing data,

(vii) Utilise the Senior scientist (s) for troubleshooting of instrumentation, methods and investigation of aberrant sample results,

(viii) Review data, interpret results and make decisions with your manager on further actions if required. Ensure that all analytical work carried out by your team is conducted to the required standards,

(ix) To participate in meetings and phone conferences with new and existing clients when technical issues are being discussed. Ensure close collaboration with clients on all projects,

(x) To work in partnership with relevant suppliers in order to keep up-to-date with latest materials and technologies and to quickly identify sources,

(xi) Contribute to the company's method development strategy, ensuring all product developments needs are met in an effective and efficient manner.

Quality:

(i) To ensure all scientific activity is carried out to the "right first time principle". Provide regular reports and KPI feedback to Senior scientist and the Head of analytical team to inform decision making,

(ii) Be involved in laboratory investigations including deviations, CAPAs and participate in process improvements for your team,

(iii) Make sure that your team members adhere to SOPs at all times, prepare, contribute to the writing and revision of SOPs where applicable. To report any deviations from documents and SOPs to your manager, the Head of analytical team, Study Directors and sponsors,

(iv) To ensure that all documentation, computer data and records are stored appropriately,

(v) Be involved in the continuous improvement projects that help to drive innovation that ensure the companies continued success,

Safety:

(i) To adhere to Health and Safety and COSHH regulations,

(ii) Make sure that your junior scientists adhere to Health & Safety and COSHH regulations.

Education	• University degree in a related field (pharmacy, chemistry etc.)
Experience	• Previous experience working within the pharmaceutical industry • HPLC experience essential • Good knowledge of GLP/GMP and working within a GMP environment
Personal Attributes	• Organised and methodical approach to work with excellent attention to detail • Good communication skills