MedPharm Ltd
Job Description

Job Title:	Study Director
Location:	MedPharm Limited, Guildford
Report to:	Senior Study Director

Main purpose of job

- To assist in the scientific research and the day-to-day running of the laboratory in line with GxP regulations as both a Scientist and Study Director.

Significant internal and external relationships

- Laboratory staff, data processors, finance, business development and the management team
- Potential Sponsors/Sponsors
- Suppliers/3rd party contractors

Responsibilities

1. To assume all the responsibilities of a Study Director for assigned studies, as outlined in MedPharm's SOP's, and thus ensure all studies are performed in line with GxP.
2. To assume all the responsibilities of a Project Manager for assigned projects that are performed in line with GMP, as outlined in MedPharm's SOP's.
3. To supervise, manage and direct scientists and technicians in R&D studies and GMP projects and ensure their work is in keeping with MedPharm policies and SOP's.
4. To ensure that the finance team are informed when the contractual milestone is achieved such that the Sponsor can be invoiced where appropriate and to calculate revenue forecasts for each project on a monthly basis.
5. To ensure that the business development team are informed of Sponsor requests for additional work such that appropriate contracts/addendums may be provided.
6. To prepare and amend study plans, testing protocols, reports, study updates and related documents (e.g. project timelines) for the client.
7. To communicate with Sponsors regarding the progress of projects and any technical aspects (e.g. data) via email, teleconferences and face-to-face meetings.
8. To liaise with department heads and resourcing team such that sufficient resource can be allocated to projects.
9. To report any amendments and deviations from SOPs and study plans/ testing protocols to management and Sponsors as appropriate.
10. To ensure that all R&D documentation, computer data and records are stored and archived appropriately.

11. To collaborate with suppliers/third party contractors according to Study specific requirements.
12. To write/review a limited number of proposals/proposal amendments, in particular such which cannot be covered by a generic proposal, and to assist with cost calculations on proposals/proposal amendments.
13. To perform any other reasonable tasks at the request of the management.

Education	• Relevant degree in a life sciences based discipline (i.e Chemistry or related)
Experience	• Experience managing projects within a laboratory environment
Personal Attributes	• Excellent knowledge of GLP/GMP/GCP regulations • Excellent communication and trouble shooting skills • Confidence to excel in a client facing role

Job Holder		**Date:**	
Management Approval		**Date:**	