

JOB DESCRIPTION	
DATE:	July 2020
POSITION:	Process Chemist
LOCATION:	Athlone
REPORTING TO:	Technical Manager/Team Leader
RESPONSIBLE FOR (PEOPLE):	N/A

#### OVERALL ROLE OBJECTIVE:

The post holder will perform high quality synthetic chemistry to agreed timelines. He/she will carry out contract research projects, gram scale synthesis and process development prior to the synthesis of larger amounts of the target molecules up to production scale. Working as part of a multi-disciplinary project team he/she will plan carefully, carry out their work safely and document and communicate their methods and results accurately.

#### JOB SPECIFIC RESPONSIBILITIES:

1. Perform all project work to ensure effective and efficient on budget, on time delivery of the required amount of product of the required quality.
2. Carry out practical experiments and demonstrate understanding of organic chemistry, guided by line manager.
3. Use literature search engines to aid in selection of work-plan with line manager.
4. Plan daily activities to ensure project deliverables can be met.
5. Perform chemical development of processes that are safe, suitable and robust to transfer to kilo lab, pilot plant and production scale within budget and to the schedule assigned for that project.
6. Work as part of a team to perform and facilitate in COHA and safety assessment of developed processes.
7. Identify problems and propose potential solutions, with supervision where appropriate.
8. Document all experimental work fully and accurately in electronic lab notebook.
9. Perform and interpret own routine analysis (e.g. NMR, HPLC, GC, KF). Discuss the need for obtaining further analytical data with line manager.
10. Act as support chemist for projects in kilo lab/pilot plant/plant operations by ensuring clear communication of expectations of the process to operators/supervisors.
11. Keep the manager informed on a regular basis of progress and any circumstances that alter agreed timescales.
12. Keep the customer/project manager informed on a regular basis of the status of the project.
13. Other duties as may be deemed appropriate by their manager and that fall within the general remit of the post.

**GENERAL ROLE RESPONSIBILITIES:**

<b>Quality</b>	Be responsible for ensuring that all analysis performed and associated tasks are performed in accordance with Arran quality policies & procedures and in accordance with the appropriate regulatory guidelines.
<b>Health &amp; Safety</b>	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the work place.
<b>Training and Development</b>	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
<b>Human Resource Management</b>	Adhere to all HR policies and procedures, to include all absence policies and procedures.
<b>Communication</b>	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.
<b>Equal Opportunities</b>	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.
<b>Core Competency Framework</b>	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.

### JOB DESCRIPTION

DATE:	Oct 2019
POSITION:	Process Chemist
LOCATION:	Athlone
REPORTING TO:	Technical Manager
RESPONSIBLE FOR (PEOPLE):	N/A

	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
<b>QUALIFICATIONS</b>	Bachelors Degree (or equivalent) in Chemistry or other closely related discipline	Postgraduate Qualification i.e. MSc, PhD or equivalent in Chemistry, Biochemistry or other closely related discipline	Application Form and Documentary Evidence
<b>EXPERIENCE</b>	Experience of chemical synthesis and organic molecule analysis	<p>Previous experience of the synthesis and analysis of organic molecules in industry</p> <p>Previous practical experience of process development chemistry</p> <p>Previous practical experience of performing synthetic chemistry to a deadline</p> <p>Previous experience of chiral chemistry</p>	Application Form and Interview
<b>KEY SKILLS</b>	<p>Proven ability to analyse organic molecules</p> <p>Proven ability to handle preparative chemistry</p> <p>Proven ability to organise, plan and prioritise tasks within a high volume, varied workload</p> <p>Proficiency in the use of IT packages (to include Microsoft Word, Excel, PowerPoint, Outlook)</p>	<p>Proficiency in the design of synthetic routes to target molecules and in standard functional group transformations</p> <p>Proficiency in the use of chemical database applications such as Reaxys or Scifinder</p>	Application Form and Interview

## ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
<b>RESULTS DELIVERY</b>	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
<b>PROACTIVE SOLUTIONS</b>	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
<b>LEADS BY EXAMPLE</b>	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
<b>COMMUNICATION</b>	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
<b>CUSTOMER FOCUS</b>	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
<b>JOB SPECIFIC KNOWLEDGE</b>	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