



JOB DESCRIPTION

DATE:	24 th June 2020
POSITION:	Supplier Quality Manager
BUSINESS UNIT:	Almac Clinical Services
LOCATION:	Craigavon
REPORTING TO:	Director of Quality
RESPONSIBLE FOR (PEOPLE):	Senior Supplier Quality Auditor, Supplier Quality Auditors, Supplier Quality Admin

OVERALL ROLE OBJECTIVE:

The **Supplier Quality Manager** will be responsible for the vendor management program and all activities related to evaluating and tracking vendor performance from a compliance perspective.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Coordinate the activities of the global Supplier Quality staff to ensure that the vendor management program is effectively evaluating and documenting vendor performance. This includes but is not limited to the review of audit reports, oversight of the commercial product supplier review process, assisting with supplier related investigations and reviewing/approving supplier TAs. Support Almac customer audits and regulatory inspections as required.
2. Manage the global Almac Clinical Services Vendor audit schedule, audit documentation and associated tracking tools. Ensure all vendor information in LiveLink is up to date and accurate. This includes but is not limited to vendor lists, audit schedules, commercial product supplier information, audit reports and vendor responses.
3. Maintain compliance with applicable global and local regulatory requirements related to supplier qualification. Assist other departments as needed with the evaluation of Almac suppliers for specific services, tasks or operations. Keep abreast of regulatory requirements that could affect suppliers and the impact on their ability to provide ongoing services to Almac.
4. Hire, train, and develop Supplier Quality personnel. Acts as key trainer in cGMP and SOP training of Almac personnel.

This role requires coverage beyond normal working hours on a regular basis 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	Bachelor's Degree (or equivalent)	Bachelor's Degree in physical sciences (Chemistry, Biology, etc...)	Application Form and Documentary Evidence
EXPERIENCE	<p>Significant experience in Pharmaceuticals or Clinical Trials</p> <p>Experience in a managerial or supervisory role</p> <p>Experience performing both internal and external GXP audits</p>	<p>Experience with supervision of staff in a satellite/remote function</p> <p>Experience in a vendor management role</p> <p>Experience performing international audits</p> <p>In-depth understanding of GXPs as defined by multiple global regulators</p>	Application Form and Interview
KEY SKILLS	<p>General understanding of GXPs</p> <p>General knowledge of ISO 9001 guidelines</p>		Psychometric Testing and/or 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