JOB DESCRIPTION

ROLE: Laboratory Manager
SALARY AND BENEFITS:
REPORTS TO: Director of Clinical Development
LOCATION: Ruislip

PRIMARY RESPONSIBILITIES

You will be responsible for the management of the Chemistry and Microbiology laboratories, involved in the analysis of pharmaceutical raw materials, active ingredients and finished products.

Ensuring laboratory compliance with internal, external and regulatory requirements for stability testing, method development and validation. As well as protocol and data checking approval for development and release purposes.

SECONDARY RESPONSIBILITIES

- Responsibility for QC compliance in accordance with GMP (GQCLP).
- Providing leadership and management within the laboratories through a structural process of objective setting, performance appraisals and individual development.
- Improving the overall department productivity and efficiency in order to meet KPI's.
- Ensuring robust training and self-inspection programmes within the laboratory, as well as the review of SOPs, investigations, specifications, methods and validation reports.
- Implementing new processes and procedures.
- Maintaining the risk-based and scientific-based quality system as part of the Quality unit.
- Establishing and maintaining efficient workflows to ensure operational excellence.
- Facilitation of method transfers.
- Leading internal and external QC audits.
- Leading OOS investigations.
- Ad hoc projects when required
- Any other duties as and when required

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

Bachelors Degree in a scientific discipline or equivalent
Minimum 5 years experience of working in a fast pace, high throughput QC environment
Excellent working knowledge of pharmaceutical GMP and regulatory requirements
Excellent working knowledge of Analytical techniques such as HPLC, GC, UV, IR, Dissolution
Excellent working knowledge of Pharmacopoeial testing
Excellent organisation and time management skills

DESIRABLE QUALIFICATIONS AND EXPERIENCE

Masters degree in a scientific discipline
MHRA/ FDA Audit experience