

Resource 5 - Job Description

Job Title: **Laboratory Technician**

Division: **Manufacturing**

Reports to: **Section Head**

Department: **Quality Operations**

MAIN PURPOSE OF THE JOB

The analysis of products and contribution to the overall Good Laboratory Practice (GLP) of the section. This will involve using the appropriate techniques and standard laboratory equipment, following departmental written procedures.

REGULAR DUTIES

1. Analysis of products and materials following the written methods of the department.
2. To ensure all operations are carried out in line with GLP, Good Manufacturing Practice (GMP) and Health and Safety procedures.
3. Has responsibility for planning and prioritising their work.

RESPONSIBILITY:

(Plant, equipment, staff and budgets. Special mention must be made where there is responsibility for initiating and/or implementing staff training)

1. To ensure analysis is performed following set guidelines and standard operating procedures and test methods.
2. To ensure all actions are performed in accordance with Health and Safety and GLP requirements.
3. To work on new procedures or test methods as required.
4. To recognise and report unusual results to the appropriate supervision.
5. To dispose of waste actives and solvents as set out in appropriate procedures.
6. To ensure equipment and instrumentation has been fully calibrated prior to use.

PERSONAL RESPONSIBILITY:

(Specifically those aspects of the job which the holder must perform personally).

1. To ensure work is carried out in accordance with good laboratory practice and follows safety procedures.
2. To interact as part of a team and make suggestions on ways to improve working efficiency.
3. To give training and guidance to junior staff in the laboratory.
4. To have responsibility for undertaking in the department more complex activities.

SPECIAL RELATIONSHIPS:

1. To provide good working relationships with all Quality Operations staff.
2. Liaise with production departments as appropriate.

AUTHORITY:

(State what authority is delegated and what limits are imposed).

This experienced individual will have the ability to make informed analytical decisions and advise other less experienced technicians with problems solving and analytical methodology.

EDUCATION AND PRIOR WORK EXPERIENCE REQUIRED:

Four years analytical experience with a formal academic qualification, normally BTEC NC in a relevant subject. However, if the individual does not possess a formal qualification, they must have at least five years direct analytical work experience within the pharmaceutical industry. The majority of work associated to this role will require the ability to make any decisions based on experience, and with limited supervision. A mature and confident outlook is necessary to approach laboratory problems.

This individual will often be required to undertake more complex analytical tasks within the laboratory.