Senior Research Technician – Colloid Science
Job Description

Role Purpose:

To apply basic engineering and/or scientific principles and practical methods to provide technical support, typically including preparation, development, research, design, sampling, testing and analysis work, in line with individual team and the wider technology team's requirements. The Senior Technician will work under supervision of their line manager and senior colleagues, supporting with a range of activities to meet technology team objectives, delivery of project work and upkeep of technical operations within the formulation laboratories.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To take direction from senior colleagues on developments in areas relevant to role, and/or legislative and SHE related changes, ensuring understanding of these and any associated new best practice, methods or techniques.
- To present and formally report experimental conclusions and supporting data for internal peer review, to agreed timescales and standards, before submission to clients by senior colleagues.
- To actively engage in hazard studies / SRA studies and discussions, as appropriate to role level.
- To support senior colleagues to set up, plan and execute experimental / pilot scale runs and report the results of these to senior colleagues within agreed timescales and quality standards, and in accordance with project / client requirements.
- To be responsible for providing clearly documented records of technical data, decisions, methodologies, calculations and software use in an agreed format.
- To take ownership in agreeing weekly workplans with line manager, project manager(s) and other relevant stakeholders, and delivering plan to agreed schedule.
- To be responsible for the calibration of equipment to ensure it operates safely, is performing within expected specifications and is available to meet customer needs.
- To administer technical equipment and documentation; assisting with stock storage and controls and liaising with the warehouse where applicable, updating, organising and documenting the authorisation and issue of existing and new Standard Operating Procedures and Safety Risk Assessments.
- To act as first point of contact for technical areas (e.g., as a Laboratory Safety Supervisor), conduct general housekeeping within those areas and assist other Laboratory Safety Supervisors where required, to contribute to a safe and healthy workplace.
- To take responsibility for general housekeeping of technical areas, to contribute to a safe and healthy workplace.

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Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: No direct reports

Person Specification

Education / Qualifications:

Essential:	Desirable:
Educated to A-Level or (or Level 3 equivalent) in a Scientific/Engineering discipline plus significant industrial experience Or	

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Educated to HNC (or Level 4 equivalent) in a Scientific/Engineering discipline plus relevant industrial experience Or Educated to HNC / Foundation Degree level (or Level 5 equivalent) in a Scientific/Engineering discipline	

Competencies and behaviours	
Leadership (Core)	**Decision Making (Enabling)**
• Respects and values our diverse people and the differing talents, skills and backgrounds that they bring to projects and day-to-day work. • Has a positive influence on those they are in contact with. • Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. • Aligns their behaviours and actions to our PRIDE values, vision and goals.	• Pro-actively identifies and prioritises the key issues involved to facilitate the decision-making process. • Seeks input from the relevant stakeholders when appropriate, considers risks, and takes accountability for the impact a decision may have on others. • Makes decisions in a timely manner. • Identifies the key factors in a complex problem.
Communication (Core)	**Developing self and others (Enabling)**
• Communicates in a clear and concise manner, covering all relevant points in a timely manner. • Uses the appropriate route and format to communicate. • Confirms understanding of others communication. • Asks questions to understand other people's viewpoints, keeping an open mind and embracing new ideas.	• Supports others in their development. • Is personally committed to, and actively seeks, opportunities to improve continuously. • Is comfortable learning from the experiences of others and recognises the differing strengths of team members. • Provides honest helpful feedback to others on their performance. • Insightful about self, strengths, and limitations, and how to maximise contribution.
Collaboration (Enabling)	**Delivery (Enabling)**
• Understands the value of establishing effective and supportive relationships, and collaborative working.	• Prioritises activities based on their impact and strategic importance. • Takes responsibility and monitors own performance.

• Actively listens, questions and observes body language so as to understand communication from others. • Cultivates and maintains partnerships across departments to deliver impactful innovations for the business as a whole.	• Can articulate how their work feeds into projects. • Creates and exploits useful metrics. • Displays commitment and engagement to own work. • Pursues everything with energy, drive, and a need to finish, even when faced with setbacks or resistance.

Knowledge and Experience:

Essential:	Desirable:
Will possess foundation of technical knowledge in formulation science, as well as evidence of technical problem solving. Will exhibit basic knowledge of principles and practices in formulation science, as well as some relevant experience of practical, technical-based work gained in academic or industrial environments. Can demonstrate evidence of knowledge sharing and network building practice across teams or groups. Has ability to apply some theoretical and practical scientific/engineering methods to contribute to business activities in formulation science. Has confidence to use own judgement and initiative within routine activities, as well as an understanding of when to seek advice from manager or colleagues.	Will be learning to apply own judgement and initiative within standard engineering or scientific practices, as well as an understanding of when to seek advice from colleagues.

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Signature of Job Holder	
Printed name **Signature** **Date**	