

## Team Leader - QC

**Location: Watford, On-Site**

**Type: Full-time**

### Key Responsibilities

#### Management

- Responsibility for managing the workload and output of a team of QC Analysts, to ensure work is completed in line with client deadlines and business need
- Allocate and monitor daily work to members of team
- Line management responsibility for the QC Analysts in their team
- Monitor team performance in line with expectations and business requirements.
- Arrange additional group training/ personal training when required
- Arrange meetings when required to discuss achievement/ issues/ new project/new system etc.
- Monitor data integrity concept are followed by team and raise awareness of ALCOA and ALCOA + concepts
- Participate in appraisal / performance monitor/ Disciplinary action when required
- Ensure members of the team complete all training as required

#### Technical

- To perform routine and non-routine analysis using traditional and modern analytical techniques (including: HPLC, GC, Dissolution, and Karl Fisher determination) within a GMP framework
- Undertake basic troubleshooting of equipment or method faults, reporting to management to ensure timely resolution
- Ensure high quality analytical results are generated according to established written procedures and in line with client expectations and timelines
- Review AMT protocols to assess feasibility and complexity to support commercial decisions
- Develop methodology for new compounds in line with client and business requirements
- To review analytical data for GMP compliance
- Processes and reports data according to the principles of ALCOA and ALCOA+
- Writing up of IQ, OQ and PQ protocols and reports for equipment
- Support QC Manager to ensure work is scheduled to meet client deadlines and business need.
- Report all deviations, out of specification and out of trend data to line management
- Carry out OOS/OOT investigation for team members
- Assist in reviewing client and regulatory audit responses

- Review and monitor outstanding CAPA
- Peer review Analysts work when required
- To prepare and approve results for tests in which they have received the appropriate training and are deemed competent.
- Provides guidance and mentoring to Analysts within the QC Team

### **General**

- Maintain client confidentiality at all times
- Comply with all requirements of cGMP, as well as all policies and procedures in place at Zeta Analytical
- Comply with Health and Safety policies and procedures in place at Zeta Analytical, working in a safe manner at all times, and notifying managers of any safety concerns in a timely fashion
- Maintain the principles of ALCOA and ALCOA +
- Ensure lab is kept clean and tidy at all times
- Comply with Health and Safety policies and procedures in place at Zeta Analytical, working in a safe manner at all times, and notifying managers of any safety concerns in a timely fashion

### **Skills, Knowledge, and Experience:**

#### **Essential**

- A degree in Chemistry or a related discipline
- Working knowledge of GMP and its requirements
- Relevant experience of analysis in a pharmaceutical testing laboratory, or equivalent, working in a regulatory environment, GMP or similar
- Demonstrable practical knowledge and experience of key analytical equipment, e.g. HPLC, GC, Dissolution & UV including relevant software
- Knowledge of gas chromatography and/or mass spectrometry (either standalone or as a detection method), would be highly advantageous
- Have a thorough understanding of chromatographic techniques
- Proven background in developing methods for new compounds
- Ability to work across departments to ensure workflows meet the needs and expectations of clients
- Proven organisational skills and an ability to work with others to ensure deadlines are met
- Ability to manage own workload, as well as those of the team, to ensure work is allocated and completed to the required standard
- Good inter-personal skills and an ability to form good relationships with members of their team

- Good communication skills and a proven ability to manage stakeholders at different levels, both internally and externally
- Must be willing to operate in a flexible manner and be able to switch priorities at short notice
- Demonstrates punctuality, reliability, and strong time management skills
- Possesses strong attention to detail and sound decision-making skills
- Has experience in training and mentoring team members

**We welcome applications from all qualified individuals. Please note, however, that you will need to have the existing right to work in the UK, as we are not able to sponsor visas for this role.**