



JOB DESCRIPTION

DATE:	August 2020
POSITION:	Process Improvement Engineer
BUSINESS UNIT:	Clinical Services
LOCATION:	Craigavon and Dundalk
REPORTING TO:	Process Improvement Engineer
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

The principle function of the Plant and Equipment Department in Clinical Services is to ensure that facilities and manufacturing equipment and processes operate robustly and safely, and in compliance with GxP regulations where appropriate. The Process Improvement Engineer will be a subject matter expert on key processes and systems and will improve these through the rigorous application of continuous improvement techniques ensuring the involvement of the team.

JOB SPECIFIC RESPONSIBILITIES:

1. Develop and drive a culture of continuous improvement within Clinical Services ensuring the engagement and involvement of the entire Plant and Equipment department.
2. Lead improvement activities across all plant and equipment areas of Clinical Services through Measurement, Analysis, Improvement and Control.
3. Assist in the training of staff ensuring that they develop the skills to become subject matter experts in various systems and processes; enabling them to implement and sustain the improvements.
4. Lead and support root cause analysis when plant and equipment issues arise. Suggest corrective and preventative actions and ensure that these are appropriately documented and approved in accordance with local procedures.
5. Provide engineering support to include design reviews, commissioning and validation support of plant and equipment such as HVAC, Water Systems, Packaging Equipment and Building Management Systems.
6. Support the introduction of new plant and equipment defining user requirements specifications through to involvement in commissioning, validation and ongoing operation & maintenance.
7. Develop, maintain and improve plant and equipment procedures to execute all activities in a safe and compliant way.
8. Conduct optimisation studies and perform detailed engineering analysis of existing facilities, systems & process equipment.
9. Support the management of the site maintenance programme to ensure that plant, facilities and process equipment are kept safe and compliant with statutory regulation and company procedures.

10. Work together with the Plant and Equipment Supervisors to cover periods of holiday and absence; undertake other duties in relation to the position as the Company requires, including working additional hours as requested by the Plant and Equipment Manager.

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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RESPONSIBLE FOR (PEOPLE):	N/A

	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Educated to degree level in an Engineering discipline	Six Sigma / Business Improvement Techniques	Application Form and Documentary Evidence
EXPERIENCE	<p>Demonstrate track record of delivering excellent results and projects in a similar role.</p> <p>Experience of engineering systems and compliance with statutory regulation.</p> <p>Knowledge across a variety of plant and utilities commonly used in the pharmaceutical industry: Process and Packaging machinery, HVAC systems, steam generation, chilled water plant, compressed air plant, purified water systems etc.</p> <p>Experience investigating and documenting plant or process failures and implementation of corrective and preventative actions</p>	<p>Experience of providing engineering support to pharmaceutical / manufacturing operations.</p> <p>Experienced in the application of proven techniques for example: SMED, 5S, RCA and RCM.</p> <p>Experience of specification, design, installation, commissioning and project management of plant and equipment including safety management of contractors.</p> <p>Experience with control systems such as PLC, BMS and SCADA</p> <p>Proficient in the use of risk management techniques in the identification, assessment and control of risk.</p>	Application Form and Interview
KEY SKILLS	Proven ability to manage multiple tasks simultaneously whilst maintaining a high level of accuracy in all work	<p>Proficient in the use of AutoCAD.</p> <p>Detailed mechanical, electrical and building services engineering skills</p>	Interview

carried out

Problem solving skills

Proven ability to work effectively on own initiative and effectively contribute within a team environment

Excellent communication skills (both written and oral)



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