Quality Officer

Department: Quality	Reports To: Team Leader or above	
Location: Chippenham, Cambridge	Band: B	Career Track: P2

Why

Job Summary: (1 or 2 key points as to why the job exists)

- To maintain the Vectura Quality Management System
- To provide Quality support project teams and business functions

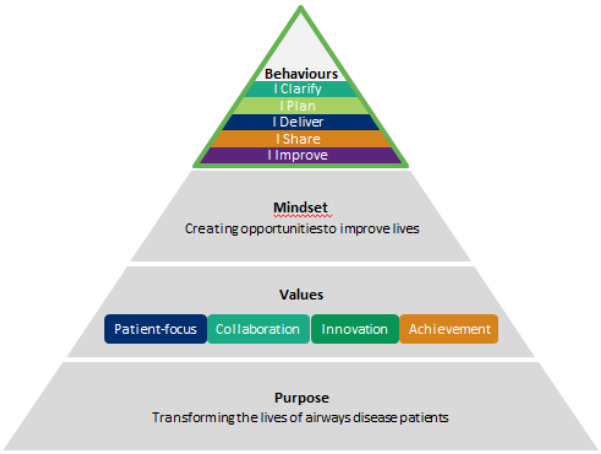
What

Principal Accountabilities: (up to 10 points stating what the job covers)

- Maintain the existing quality system by completing a broad range of tasks across the QMS; e.g. Goods in, environmental monitoring, supplier approval, audit scheduling, etc.
- Identify opportunities for improvement of the existing QMS
- Generate, review and maintain all relevant Quality documentation required by GMP/ISO
- Perform review of batch manufacturing records and associated test data as part of batch release
- Perform internal audits
- Provide coaching/guidance to junior members of the Quality team
- Provide Quality support to project teams and business functions
- Maintain a broad awareness of applicable regulations and guidelines.

Job Descriptions only reflect 80% of a role, and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

How

Our culture	Our behaviours
	**I clarify**, by asking appropriate questions, setting clear priorities, demonstrating openness to new ideas and adapting the way I communicate to make sure I'm understood.
	I plan, by creating clear actions, considering past learnings, identifying key milestones and stakeholders and revising the plan to address risks and opportunities.
	I deliver, by agreeing defined dates and times for my commitments, completing tasks on time to the required standard, adapting to unforeseen circumstances and helping others to achieve our goals.
	I share, by considering the needs of others in how I communicate, explaining the reasons behind my decisions, testing and challenging and sharing my learnings for the benefit of others.
	I improve, by giving and seeking constructive feedback, taking actions from the feedback received and seeking out opportunities to learn.

<table>
<tr><td rowspan="5">Context</td><td colspan="3">Interfaces:
<u>Internal</u>

• All departments

<u>External</u>

• Suppliers
• Contractors</td></tr>
<tr><td colspan="3">Scope:
<u>Financial</u> (impact/budget)

• Budget sign off: None
• Budget accountability: None

<u>People</u> (Direct/Indirectly Manage)

• None

<u>Resources</u>
(Equipment/Facilities)

• Office equipment</td></tr>
<tr><td colspan="3">Environment:
<u>Work</u> (Office, Home …)

• 90% office based
• 10% lab/production area based

<u>Travel</u> (% of time away from prime site)

• Up to 10%

<u>Hours</u> (Office, Shift, etc)

• 37 per week
• Monday-Friday</td></tr>
<tr><td>Education & Experience</td><td colspan="2">• Bachelor’s degree or equivalent in a scientific discipline
• Previous Quality experience in a pharmaceutical/medical device environment is essential
• A broad awareness of the applicable regulations/guidelines is desirable
• A basic knowledge of inhalation product manufacture and testing processes is desirable</td></tr>
</table>