Job summary

This is your opportunity to use **your quality mind-set and excellent IT skills to support and improve Vectura's Quality department training and electronic training record system**. Your knowledge and experience will ensure all training and related documentation meet internal/external requirements and support our mission to have a positive impact on patients' lives around the world.

What you get

In return for your skills and expertise, we offer a **competitive base salary, annual bonus** and **generous benefits** package including a pension plan, life assurance, private health, dental plan, share save/incentive schemes, cycle to work scheme and **free parking**. To find out more or to apply click the 'Apply' button.

Your role

Working within the Quality department, you'll be an advocate for embedding a 'culture of quality' across Vectura. Your primary focus will be to coordinate all electronic learning management system activity across the organisation. You'll liaise with the wider Quality team to facilitate training for new starters while continually improving training methods and processes. You'll use your IT skills to act as systems administrator for our electronic learning management system.

Other key responsibilities will include (but are not limited to):

- Maintain and improve the company electronic learning management system
- Coordinate the work of the department training coordinators
- Develop and maintain relevant training material to support training of Quality processes
- Work in collaboration with the Lead Document Controller, providing support and cover for absences
- Generate KPIs for the Learning Management System
- Generate and maintain relevant SOPs and other documentation
- Support company improvement projects relevant to the role
- Maintain a basic understanding of the applicable GMP/ISO requirements
- Actively support a continuous improvement culture

What you need

You'll be educated to A Level standard or equivalent with demonstrable experience working with electronic training management. Preferably with experience of working in a regulated industry sector, you'll possess a basic understanding of applicable GMP/ISO requirements. You'll be highly computer literate, including MS Office applications, be an excellent communicator and highly organised with proven high attention to detail. Experience of using the MasterControl Learning Management System would be an advantage.

About Vectura

We are a provider of innovative inhaled drug delivery solutions that enable partners to bring their medicines to patients. With differentiated proprietary technology and pharmaceutical development expertise, Vectura is one of the few companies globally with the device, formulation and development capabilities to deliver a broad range of complex inhaled therapies.

We have ten key inhaled and eleven non-inhaled products marketed by partners with global royalty streams, and a diverse partnered portfolio of drugs in clinical development. Our partners include Hikma, Novartis, Sandoz (a division of Novartis AG), Mundipharma, Kyorin, GSK, Bayer, Chiesi, Almirall, and Tianjin KingYork.

Our culture has been created through the participation of our colleagues - a culture that encourages a diverse and inclusive workforce. We offer flexible working opportunities that promote a healthy work life balance. We nurture our people through vocational development, mentoring programmes and career development. You'll find this is an ideal place to develop a stimulating and rewarding career.

Apply
To find out more about the role, Vectura and to apply online, click on the Apply button.

To view Vectura's Privacy Policy please click here. By clicking on 'Apply', you confirm that you have read the policy.