ES.SOP.006.F07.V02	Department: QA	
JOB DESCRIPTION		

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Job Title:	Formulation Scientist
Reports to:	Senior Formulation Scientist / Head of Quality
Department:	Research and Development
Responsible for: **Number of staff if applicable*	N/A
Hours per week and details of shift requirements if appropriate:	37.5 hours per week
Holiday entitlement:	21 + Bank Holidays

Company Details
Walkboost Group was established in 2003 and consists of 3 Pharmaceutical companies; all of the companies are based in Bolton. In total Walkboost Group has c110 staff. Maxearn Ltd is a parallel import company; Quadrant Limited is a licensing company and Eaststone Ltd is a Specials (unlicensed medicines) manufacturing company.

Job Description
To undertake Formulation Development duties to support R & D. Supporting in documentation and record keeping. Conducting validation, optimization and scale up studies and support in designing new formulations.

Daily Activities
• Plan and schedule work to meet KPIs. • Conduct checks on data to ensure Quality and consistency of the data. • Perform tasks in a safe manner ensuring all relevant COSHH are read and bring any perceived safety issues to the attention of management (or nominee) without delay. • To perform method development, verification/validation of existing and new products. • Timely release of all products. • Support deviations, CAPA, change control, complaints and recalls. • Providing auditing support. • Ensuring targets are met and our company's strategy is achieved through consistent development and coaching of staff. • Undertaking relevant project work as required, as part of continuous improvement of R&D systems and processes. • To develop liquid, solid and semi-solid formulations for oral and topical products and support the development of products from initial design to completion. • Help in sourcing of new raw materials and the specification of the analysis required to determine the quality of those materials. • Writing technical documentation including batch manufacturing records, specifications and technical reports and the transfer of projects from the laboratory stage into manufacturing • Involved in Validation activities such as DQ, IQ, OQ, PQ and PV • Generate protocols and reports • Review customer enquiries to create bespoke formulations • Review existing process to ensure compliance and streamlining

- The list above is not exhaustive

Key Outcomes
• Good knowledge of GMP related pharmaceutical manufacturing • Experience in Validation • 3 years GMP experience in a similar facility • Demonstrated compliance with procedures and policies • Excellent team, interpersonal skills, and communication skills (both written and verbal) • Ability to interact successfully with multicultural members of staff • Willingness to work flexible hours • Safe adoption of working practises together with an understanding of the needs for precise and accurate documentation

Role Specific Competency Requirements
• Excellent organisation and communication skills • Strict attention to detail • Ability to work as part of a team or using own initiative to ensure efficient work flow. • Good team player with sound interpersonal skills. • Motivation, accuracy, discretion and helpfulness are critical to this position • Excellent problem solving, risk analysis and negotiation skills • 3 years GMP experience in a similar facility • Good IT skills i.e. Word, Excel • Ability to assume responsibility and act on own initiative • Hands-on approach with a can-do attitude • Ability to adhere to strict deadlines Qualifications: • Educated to Degree Level

Shared Company Competency Requirements
• Customer Focus • Developing Self/Others • Team-Working • Drive & Resilience • Personal Integrity <u>Changes with Role (scored between 1 & 5 depending on role/experience)</u> • Analysing & Decision Making • Managing Change • Managing Performance • Communicating with Impact

	Sign	**Date**
Employer *(Name)*		
Employee *(Name)*		