

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Head of Analytical Development
<b>JOB HOLDER:</b>	
<b>REPORTS TO:</b>	Head of R&D
<b>GRADE</b>	36
<b>LOCATION:</b>	R&D , Billingham

### **JOB PURPOSE**

To lead the analytical development group at Billingham ensuring that the analytical development components of customer programmes are met in full.  
 To ensure that the methods developed/implemented with the appropriate regulatory standards applied, are suitable for the clinical phase of the GMP manufacture.  
 To ensure that analytical development technical capability is “state of the art” and properly reflects current regulatory expectations

### **DIMENSIONS**

<b>NO. OF STAFF REPORTING TO INDIVIDUAL:</b>	Up to 40 scientists
<b>NUMBER OF PROJECTS (PER ANNUM):</b>	~15 to 20 active at any one time, contract value of up to £30M
<b>FORWARD WORK PLAN:</b>	6 to 24 month timescales
<b>FINANCIAL</b>	Budget of circa £0.5 to 1.0M/annum , fixed and variable costs
<b>KEY TECHNIQUES/EXPERTISE</b>	<p>Deep expertise in analytical science area.</p> <p>A large technical area which is required to support FDB requiring significant innovation</p>

### **PRINCIPAL ACCOUNTABILITIES**

- To, lead, coach, train, recruit and develop the Analytical Development group
- To ensure the delivery of the analytical component of the customer programs is on time and on cost by managing and planning resource disposition , based on skills and knowledge.
- To ensure the group engages in the growth of the FDB knowledge base by assessing new state of the art techniques and make recommendations on the consideration / implementation of new initiatives to Head of R&D Operations.
- Implement appropriate initiatives to improve the overall efficiency and efficacy of the group.
- To act as a source of guidance /expertise to other functions in FDB for analytical activities.
- The group to have appropriate professional standards and systems to uphold these standards, particularly SHE and quality.
- As part of the R&D management team, to lead the evolution of the R&D function.

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### COMPETENCIES

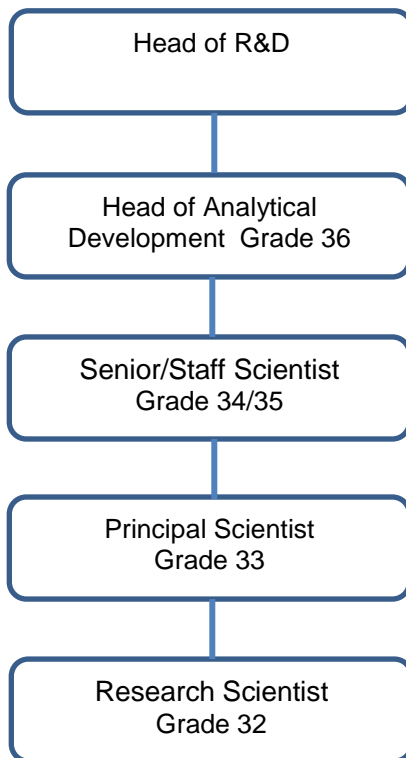
	Department head
Conceptual Thinking	X
Strategic Thinking	
Innovativeness	X
Analytical Thinking	
Ability to Learn	
Self-Development Orientation	
Adaptability	
Flexibility	X
Positive Self-Image	X
Self-Control	
Tenacity	
Thoroughness	
Interpersonal Awareness	X
Independence	
Concern for Impact	X
Rational Persuasion	
Strategic Influencing	
Initiative	
Critical Information Seeking	
Efficiency Orientation	X
Development Orientation	X
Concern for Standards	
Results Orientation	

### SPECIAL FEATURES

- Leads the dialogue with customer and functions within FDBK on the identification and design of appropriate analytical strategies and methodologies for new products under development.
- Key holder of FDBK technical competence in analytical method development
- FDBK principle expert in method verification, qualification and validation
- The group invents, develops and qualifies the methods used to analyse and measure processes being invented, developed and established by the business.
- The group designs and writes the validation protocols for the physico-chemical methods used to characterise both the process and the product.
- Own and develop the business technology transfer process related to transfer of analytical methods from customers and/or R&D into quality units.
- Interface with external initiatives to improve the R&D technical capability in analytical methodologies.
- Methods for new products are developed/established and transferred to quality unit , suitable for use in a GMP environment.

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### Typical Organisation Chart



<b>Signed / Dated (Individual)</b>	
<b>Signed / Dated (Line Manager)</b>	