Job Description: **Quality Assurance Supervisor**

North Acton, London- based -Salary: £28,000 - £35,000 : 31st December 2018 Apply: Bova UK HR (Reena Anand) - reena@bova.co.uk

About us

Bova UK is a Specials manufacturer of veterinary medicines that is regulated by the Veterinary Medicines Directorate (VMD). Bova UK holds ManSA license (Manufacturer 'Specials' Authorisation-(Veterinary) to manufacture sterile and non-sterile products.

The stringent regulations set out by the Veterinary Medicines Directorate (VMD) is testimony to the quality of medications produced at Bova UK. The well-established quality culture ensures that the business remains compliant with current Good Manufacturing Practices (cGMP) and Good Laboratory Practices (GLP)

Autonomy to develop in the specified role is a key differentiator of working within a rapidly expanding company where your contribution is shaping the future of the business.

Self-determination and continuing education is vital for the development of the business and its individuals to ensure an effective working culture. We are looking for candidates who will champion their role and bring new ideas and concepts to drive innovation.

Bova UK manufactures various dosage forms such as solid, semi-solid, liquid, sterile injectable and ophthalmic preparations using a range of equipment and machinery. Analytical labs & microbial labs play a critical role in our operations. All the raw materials and finished products are tested against set standards as per ICH guidelines. Analytical labs also perform stability studies on new & existing products to monitor and improve the product quality and patient safety.

Join a fast growing veterinary manufacturing company who has their presence on a global platform and can give you an opportunity to learn and explore regulatory aspects of not only the UK and Europe but globally.

Operational Relationships:

Responsible to Head of Quality; Accountable to Operations Director

Qualifications: Educated to science bachelor's degree level or equivalent knowledge/expertise in the field.

Experience: 3-4 years within a relevant QA role.

Main Duties & Responsibilities

This job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list. It may therefore be varied so that changing needs of the service can be met, in consultation with the post holder.

Batch release

- Review batch documentation and verify records are in compliance with GMP, validation records and relevant associated documentation to release the product for use
- To inspect the finished product for compliance to relevant specifications
- To review all relevant in process tests results and QC data relating to the batch

- To document the batch release process in compliance with GMP
- To escalate any rejected batches to senior management

Quality

- To ensure that the QMS is maintained and developed in accordance with the manufacturing authorisation, local procedures and in response to changes in regulations and legislation
- To open deviation reports and to perform & review investigations, risk assessments and root causes analyses in collaboration with Production
- To review all change control requests
- To initiate change control requests where appropriate
- To assist Production in deviation investigations, internal audits, recalls, complaint investigations and completion of corrective and preventative actions
- To assist Head of Quality in performing supplier audits
- To perform internal audits of the facility
- To review and update senior management of the QMS metrics and to track all QMS related actions to completion
- To maintain and develop the ongoing supplier management process
- To respond to customer complaints and perform complaint investigation for products manufactured by Bova UK
- To perform trend analyses of all QMS metrics and ongoing stability data for senior management review
- To deputise for the Head of Quality when required by senior management
- To identify areas for continuous improvement within the organisation
- To advise the product development team in matters relating to QA
- To perform environmental monitoring of the facility and to report all environmental monitoring data to the relevant personnel in a timely manner
- To ensure all production samples are sent to the contract laboratory in a timely manner and results are obtained within the expected timeframe

Training

- To draft and execute training materials for QA and Production personnel
- To maintain all training records for QA personnel
- To highlight training needs of the department to senior management
- To ensure all updates to relevant regulations and legislation is communicated within the organisation

Documentation

- To comply with the organisation's Documentation Policy
- To ensure all documentation associated within QA activities is recorded contemporaneously and is clearly written
- To draft & review procedures relevant to the activities being performed
- To maintain the develop the documentation control system in accordance with GMP

- To ensure the QA requirements for the VMP are fully completed and documented

General skill Set required by Bova UK:

- Minimum education to degree level in Science related discipline or equivalent;
- Demonstrate an ability to read and interpret documents which relate to health & safety and regulations, operating and maintenance instructions, and procedure manuals;
- Demonstrate an ability to calculate basic and advanced figures which may include, but are not limited to, discounts, solutions strengths, concentrations, proportions, percentages, weights and volumes;
- Must demonstrate an understanding of the importance of time management, following instructions and organisational skills;
- Must possess exemplary computer skills and knowledge and be able to adapt to and learn any new computer software that may need be implemented;
- Have an ability to follow complex, multistep procedures and processes
- Must be able to execute the physical demands required for this role including manual handling of equipment and materials;
- Must demonstrate a willingness to work with chemicals in knowledge of potential side effects, and must ensure that all staff follow the procedures to ensure safe handling of hazardous chemicals;
- Must demonstrate an ability to conduct complex procedures in an environment in which the noise level may be moderate, and be accurate and prompt;
- Must demonstrate an ability to perform repetitive work within a busy manufacturing environment
- Must have professional telephone etiquette skills for communicating with customers and suppliers
- Must demonstrate excellent communication skills with other staff, suppliers and customers
- Must be able to work on a multi-departmental level within the organisation to accomplish the overall business goals
- Respond to correspondence (phone, email, mail or other) in a timely and efficient manner;
- Other reasonable duties as assigned by senior management on an ad hoc basis.

Benefits for you

• Competitive starting salary of £28,000 - £35,000 which will increase as you develop and progress within the role; • 22 days annual leave (Plus Bank Holidays); • Attractive pension scheme (up to 10%); • Rewards database with discounts for hundreds of retailers; • 50% off a Pure Gym membership; • Other working benefits, such as childcare vouchers, medical insurance which covers Dental, eye care and other new medical conditions; • Knowledge capital, training and opportunities to develop within your role and career.