



## **Job Specification**

**Title:** Production Team Leader

**Reports to:** Production Director

**Based at:** Livingston, Scotland

**Salary Range:** £DOE

## **About Encap Drug Delivery**

Encap is an expanding UK Company with a core technology in liquid and semi-liquid filled hard capsules. The technology has a proven commercial advantage for the manufacture of, for example, highly potent, low dose actives and cytotoxics. In addition to our core technology and know-how the company also has proprietary technologies relating to controlled release, abuse resistance and coating.

**Our Mission** is to be the world's leading liquid fill capsule company; providing clients with high quality, cost effective Development, Clinical and Commercial Manufacturing Services.

This role reports to the Production Director and will primarily involve general production related duties. The job holder will be a flexible individual with the ability to communicate well with others. The ideal candidate will have previous work experience within a cGMP pharmaceutical manufacturing environment.

### **Job purpose:**

To ensure that production tasks are carried out effectively and efficiently, be actively involved in process improvements, carry out minor maintenance tasks and provide support for other areas of the business that fall within the scope of the individual's skills and knowledge when required

### **Key responsibilities and accountabilities:**

1. Provide leadership of a shift within the production team
2. Suggest and lead process improvements with support from across the business
3. Develop manufacturing processes and equipment to improve efficiencies and product quality
4. Work with production and quality personnel to maintain GMP compliance and meet production schedules
5. Prepare, operate and clean down equipment
6. Maintain cleanliness and tidiness of the production area
7. Carry out minor equipment maintenance tasks when required
8. Prepare and transfer raw material to production area when required
9. Draft Standard Operating Procedures (SOP's)



10. Process information/ input data using appropriate systems (paper and computer based)
11. Provide support for other areas of the business when required
12. Follow Company safety policies, systems of work, procedures, signage and guidelines
13. Attend training and to develop skill and knowledge

### **Person profile – Production Team Leader**

**Personality:** Motivated individual with a positive outlook, and a clear focus on delivering a quality product. Can critically assess own performance and contribute to determining own development needs as well as that of the team. Good communicator who is comfortable dealing and communicating with all people of all levels. Reliable, tolerant, and determined. Able to get on with others and be a team player as well as a team leader. Willing to take the initiative. Able to see where improvements can be made and follow through on them.

**Personal Situation:** Flexible and able to commit to working shifts. Able to work extended hours on occasions when required.

### **Specific Job Skills:**

Desired:

- Experience of working within a cGMP environment
- Mechanical skills will be considered an advantage

Required:

- Direct experience in developing manufacturing processes and equipment to improve efficiency and quality
- Demonstrable mechanical skills
- A good understanding cGMP and can consistently apply the principles
- Quality focussed
- Able to communicate well and in a timely manner with all levels
- Understands and demonstrates the principles H&S in a Production environment

**Computer skills:** IT Literate with a good working knowledge of Microsoft Excel and Word

**Literacy and Numeracy:** Able to record information legibly, accurately and in compliance with cGMP standards in a concise and unambiguous manner



**Business Skills:** Must understand the need for keeping production process flowing with due regard to regulatory and quality constraints

**Remuneration Package:**

Basic Salary: £DOE

Private Medical Insurance

Contributory pension scheme

Life Insurance