

## Scientist 1 – Downstream Processing – Job Description

### Role Purpose:

To contribute to the delivery and realisation of project work through preparation, development, research, design, testing and analysis work in line with technology team requirements. The Scientist 1 will work under technical supervision of line manager and senior colleagues, supporting with a range of activities to meet technology team objectives.

### Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To keep self up to date with developments in areas relevant to role, and/or legislative and SHE related changes as communicated by senior colleagues, ensuring understanding of these and any associated new best practice, methods, or techniques.
- To present and formally report experimental conclusions and supporting data for internal peer review and submission to clients, to agreed timescales and standards.
- To actively engage in hazard studies / SRA studies and discussions, as appropriate to role level.
- To set up, plan and execute experimental / pilot scale runs and analyse, interpret, and report the results of these within agreed timescales and quality standards, and in accordance with project / client requirements.
- To be responsible for providing clearly documented records of technical data, decisions, methodologies, calculations, and software use in an agreed format.
- To take ownership in agreeing weekly workplans with line manager, project manager(s) and other relevant stakeholders, and delivering plan to agreed schedule.
- To be responsible for the maintenance and calibration of equipment to ensure it operates in a safe and efficient manner and is available to meet customer needs.
- To take responsibility for general housekeeping of technical areas, to contribute to a safe and healthy workplace.

### Responsibilities specific to role

- To design, develop and scale-up downstream processes for the separation/purification of bio-based feedstocks and the use of relevant analytical techniques with appropriate levels of guidance.
- To contribute to the continuous design and technical expertise of downstream processing within the DSP team via internal projects to increase knowledge/capability for greater client offering. With guidance from experienced DSP members to be responsible for the planning, execution, and on-time delivery of these projects.

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- To work within the technical area of Wilton laboratories performing experimental work and generating technical data for downstream development programmes in line with CPI strategy and collaborative R&D/commercial demand.
- To work between the laboratory, pilot/demonstration facilities at Wilton & other technology teams (i.e., biologics and formulation) to deliver internal and external projects.
- To contribute to the efficient operation of the DSP laboratory at Wilton via input to laboratory and equipment maintenance programmes.
- To provide support to senior colleagues to develop technical plans for internal and external R&D/commercial projects.

### **Good Manufacturing Practice - GMP**

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality, or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

### **Data Integrity - DI**

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained, and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions, and undesirable results.

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**Direct reports:** No direct reports

### Education / Qualifications:

Essential:	Desirable:
Educated to HNC or Foundation Degree level (or equivalent) in a Scientific/Engineering discipline plus relevant industrial experience Or Educated to Degree level (or equivalent) in a Scientific/Engineering discipline	Chartered status with a relevant professional institution

Competencies and behaviours	
Leadership (Core)	Decision Making (Enabling)
<ul style="list-style-type: none"> <li>Respects and values our diverse people and the differing talents, skills, and backgrounds that they bring to projects and day-to-day work.</li> <li>Has a positive influence on those they are in contact with.</li> <li>Gains the respect and confidence of colleagues and supports them in achieving their goals and targets.</li> <li>Aligns their behaviours and actions to our PRIDE values, vision, and goals.</li> </ul>	<ul style="list-style-type: none"> <li>Pro-actively identifies and prioritises the key issues involved to facilitate the decision-making process.</li> <li>Seeks input from the relevant stakeholders when appropriate, considers risks, and takes accountability for the impact a decision may have on others.</li> <li>Makes decisions in a timely manner.</li> <li>Identifies the key factors in a complex problem.</li> </ul>
Communication (Core)	Developing self and others (Enabling)
<ul style="list-style-type: none"> <li>Communicates in a clear and concise manner, covering all relevant points in a timely manner.</li> <li>Uses the appropriate route and format to communicate.</li> <li>Confirms understanding of others communication.</li> <li>Asks questions to understand other people’s viewpoints, keeping an open mind and embracing new ideas.</li> </ul>	<ul style="list-style-type: none"> <li>Supports others in their development.</li> <li>Is personally committed to, and actively seeks, opportunities to improve continuously.</li> <li>Is comfortable learning from the experiences of others and recognises the differing strengths of team members.</li> <li>Provides honest helpful feedback to others on their performance.</li> <li>Insightful about self, strengths, and limitations, and how to maximise contribution.</li> </ul>

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Collaboration (Enabling)	Delivery (Enabling)
<ul style="list-style-type: none"> <li>• Understands the value of establishing effective and supportive relationships, and collaborative working.</li> <li>• Actively listens, questions, and observes body language so as to understand communication from others.</li> <li>• Cultivates and maintains partnerships across departments to deliver impactful innovations for the business as a whole.</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritises activities based on their impact and strategic importance.</li> <li>• Takes responsibility and monitors own performance.</li> <li>• Can articulate how their work feeds into projects.</li> <li>• Creates and exploits useful metrics.</li> <li>• Displays commitment and engagement to own work.</li> <li>• Pursues everything with energy, drive, and a need to finish, even when faced with setbacks or resistance.</li> </ul>

### Knowledge and Experience:

Essential:	Desirable:
<p>Will possess foundation of technical knowledge and some underpinning knowledge in Downstream Processing (DSP) of bio-based feedstocks as well as evidence of technical problem solving.</p> <p>Will exhibit professional knowledge of principles and practices in DSP of bio-based feedstocks, as well as experience of practical, technical-based work gained in academic or industrial environments.</p> <p>Can demonstrate evidence of knowledge sharing and network building practice across teams or groups.</p> <p>Has ability to apply limited theoretical and practical scientific methods to contribute to business activities.</p> <p>Will be learning to apply own judgement and initiative within standard engineering or scientific practices, as well as an understanding of when to seek advice from colleagues.</p>	<p>Member of a relevant professional body</p>

