



Facilities, Health & Safety Co-ordinator

An exciting new opportunity has arisen within RoslinCT for a Facilities, Health & Safety Co-ordinator. RoslinCT is a leading Cell and Gene Therapy Contract Manufacturing and Development Organisation (CDMO) based in Edinburgh undergoing significant growth. This new position provides the right individual the opportunity to develop the role and provide a key support service.

Main Function:

The job of a Facilities, Health & Safety Co-ordinator is to oversee the maintenance of equipment and facilities (clean room, laboratory and office) and to support in developing, maintaining and protecting Health & Safety standards within the business.

The Facilities, Health & Safety Co-ordinator will support the entire operation in maintaining facilities and equipment to meet the needs of the business. This will also involve co-ordinating with the landlords to ensure the physical infrastructure is maintained and developed to meet operational demands.

They will also support with developing, maintaining and protecting Health and Safety standards within the company in accordance with current and changing Health and Safety legislation. The role will provide efficient day-to-day coordination, delivery, support and advice regarding all aspects of Health and Safety management across all RoslinCT sites. The Facilities, Health & Safety Co-ordinator will be responsible for highlighting Health and Safety issues and concerns within the business and supporting with the effective resolution of any concerns.

Specific Responsibilities

Facilities:

- Ensure facilities and equipment are maintained to meet operational demands and Good Manufacturing Practice (GMP) requirements.
- Co-ordinate maintenance and repair schedules to ensure minimum disruption to the operation through a schedule of planned preventative maintenance and unplanned maintenance/repairs as required.
- Working with contractors and equipment providers to provide on site facilities support.
- Establish a program to bring facility and equipment maintenance activities in-house as appropriate.
- Completion and review of GMP documentation, including but not limited to maintenance records, incidents/deviations, change controls, risk assessment and Standard Operating Procedures.
- Ensure data integrity and record keeping in accordance with GMP.
- Perform and co-ordinate regular PAT testing of equipment.
- Training staff in facility and equipment procedures both operational and safety.
- Provide regular status reports to management.

- To work with Supply Chain on the procurement of new equipment.
- To work closely with the Validation team and support the Validation of new and existing facilities and equipment.

Health & Safety:

- Developing and maintaining internal health and safety policies/strategies and procedures with support from Quality Assurance and wider management.
- Reviewing operational practices and supporting with necessary changes.
- Co-ordinating the completion of health & safety risk assessments and COSHH assessments.
- Performing site health & safety inspections across clean rooms, laboratories and offices.
- Providing safety training for new staff and refresher training for existing staff on all relevant health and safety related matters.
- Keeping up to date and ensuring compliance with current and evolving health and safety legislation.
- Recommending ways of reducing health & safety risks.
- Investigating/recording incidents/accidents.
- Leading site related health & safety meetings.
- Compiling statistics relating to H&S for reporting to management.
- Writing reports, bulletins and newsletters related to H&S.

Qualifications, Skills & Experience Required:

The post holder will have;

- An appropriate engineering / Scientific qualification with substantial, relevant industry experience. i.e. within a GMP manufacturing operation.
- Relevant NEBOSH qualifications.
- Formal qualifications in biological and chemical safety would be welcome, or a willingness to obtain these with the support of RoslinCT.
- Experience in a TPM led environment.
- Maintenance, repair and calibration of lab/manufacturing equipment experience.
- A comprehensive knowledge of current health and safety legislation as these relate to laboratory science and activities typical of office-based work.
- An established track record of delivering health and safety improvements in a relevant sector of employment.
- Knowledge and experience of handling investigations and carrying out audits in a relevant sector of employment.
- Experience of working within a scientific environment.
- Demonstrate proficiency with computer software such as Microsoft Word and Excel.

The successful candidates for this role will be able to demonstrate:

- Exceptional organisational and time management skills.
- Excellent administration and record keeping skills.
- Excellent attention to detail with a desire to continually develop and improve our processes.
- Flexibility and the ability to work to deadline and deliver results.

- The ability to work effectively within a small team.
- A determination to succeed, with a "can do attitude".
- Delivers excellent customer service.
- Ability to learn and share knowledge with the management team and the wider team where appropriate.
- Good communication and interpersonal skills.
- Creates a positive environment through self-awareness and social skills.
- Takes responsibility for setting high standards and looks at the bigger picture to recognise the impact of actions.
- Emotional resilience and an ability to work under pressure with good humour.

To apply, please send your CV, a covering letter with your salary expectation and confirmation you have the right to work in the UK to jobs@roslinct.com

Salary: Attractive Salary & Benefits

Location: Edinburgh and Lothian