Technical Document Writer (6 month fixed term contract)

Vacancy:

Based at the Edinburgh BioQuarter, RoslinCT is a leading Contract Manufacturing and Development organisation within the cellular therapies/ATMPs field, performing cutting edge investigational medicinal product manufacture for clinical trials across Europe and the US.

The Company is now embarking on an exciting period of planned growth, and we are recruiting for some key roles to support the establishment of a new cell therapy manufacturing facility in Edinburgh.

We are searching for a **Technical Document Writer** to join our expanding team who will be responsible for creating Qualification Protocols and Reports as well as Manufacturing Standard Operating Procedures, Batch Records, Forms and Log Books.

Candidates for this role must also be able to demonstrate a strong commitment to our Core Values, and so should be:

- Passionate about Customer Satisfaction
- Able to support a 'one team' approach
- A great communicator
- Committed to personal growth and development
- Accountable for their work

Main Function:

This role of **Technical Document Writer** will report directly to the **Production Supervisor** and will work closely with experts from Manufacturing, Quality Control, Quality Assurance and Validation to create Qualification Protocols and Reports, SOPs, Batch Records, Forms and Log Books for RoslinCT's new manufacturing facility, the BioCube. This new role is pivotal to the successful expansion of RoslinCT's manufacturing footprint.

Specific Responsibilities:

Your roles and responsibilities as the Technical Document Writer may vary but will include;

- Creation of Qualification Protocols and Reports.
- Creation of Manufacturing Standard Operating Procedures, Batch Records, Forms and Log books.
- Writing and editing of documents to a standard template format in an instructional and concise manner ensuring the content is factual and accurate.

- Collaboration with experts from across the organisation ensuring documents are created, reviewed, edited and approved according to the master document tracker for the BioCube project.
- Active communication to ensure technical understanding.
- Addressing of comments arising from internal technical reviews and revision of documentation accordingly.

Qualifications Required:

The post holder will have;

- A BSc in a Life Science or similar subject, or equivalent industrial experience.

Skills/Experience Required:

The ideal candidate will also have:

- Work experience in a cGMP (strong preference) and/or cGLP regulated environment and prior technical knowledge of the biopharmaceutical processing and/or bio-safety testing sector.
- Exceptional technical communication and writing skills.
- Effective personal interaction skills.
- Strong proficiency in Microsoft Office applications.
- Ability to translate technical concepts into concise instructional texts.
- Ability to quickly assimilate details of RoslinCT's manufacturing and operational procedures and manage tracking mechanisms is also required.

Benefits:

- Group Personal Pension Plan: 3% Employee contribution with an Employer contribution of initially 5% for the first year of joining the scheme then a 1% increase per year until a maximum of 8% is reached.
- Group Life Cover, 3X Salary
- Health4All Cash Plan where you are able to claim cash back towards dental check-ups and treatment, new glasses, contact lenses and therapy treatments such as physiotherapy and chiropody and more.
- Employee Assistance Programme
- 15.5 days holiday (annual allowance of 31 days)
- 4 public holidays

Location: Edinburgh BioQuarter. Please ensure you can realistically commute to our site as we have limited parking available.

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