

Job Description: QHSE Administrator

Function:	Corporate Services UK&I – Pharmaceuticals Sub Segment
Position:	QHSE Administrator
Job holder:	
Date (in job since):	
Immediate manager:	Q-HSE Manager
Additional reporting line to:	N/A
Position location:	Elanco, Speke Operations, Liverpool

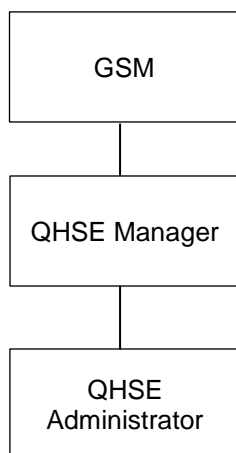
1. Purpose of the Job – State concisely the aim of the job.

- To provide comprehensive GXP, QA and H&S administration support to the core areas of outsourced Facilities Management at the client site. Including GXP Services, GMP Cleaning, Raw Material Warehousing, Lab Services, Hard Service activities, Quality, Training, GMP service provider contractor management.
- To provide support for the implementation of training via Success Factors (client training system) and GREAT! Training (Sodexo) / support for external training co-ordination.
- To provide routine administration / office services as required.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Net income growth:	n/a						
		Cash conversion:	n/a						
Characteristics ■ Elanco, Speke Operations, Liverpool									

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Assist with and improve the approach to quality and H&S systems through and the implementation of relevant actions.
- Provide support for external corporate, client and GxP regulatory audits.
- Liaise with Management Team, Client and Key Stakeholders to provide advice on approach to manage quality system issues.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To deliver a consistent level of service, within the Company's high standards, to the contract specification and agreed performance, qualitative targets.
- Comply with Company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.
- Compliance with GXP procedures and legislation to be maintained and audit ready
- Innovation to be highlighted and implemented

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To ensure compliance with all administration standards set by Sodexo, client and governing bodies, especially GXP (mainly GMP – Good Manufacturing Practice, in accordance with the MHRA's Rules and Guidance for Pharmaceutical Manufacturer and Distributors)
- Help to ensure facility is audit ready for external regulatory audits, Client's audit, Sodexo and internal audits across the admin scope of the facilities management contract.
- Assist with preparation for other external audits, including data security and integrity of systems
- Assist with managing a system of document control for local procedures, documents and reports
- Preparing and reviewing Quality Assurance and H&S documentation
- Help to set up and create an improved internal systems in Quality Assurance and H&S sector
- Assist with identification of gaps in Training requirements, Quality Assurance Standards and H&S requirements, instigating change and escalating issues
- Assist with organisation of on-site and off-site third party training, if required
- Relationship Management – employees / management / supply chain / client
- Undertake any training that may be required to fulfil duties
- Undertaking office duties required to fulfilling our contractual obligations
- To undertake any other duties as may reasonably be requested and are within their competence and experience.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Minimum A-Level education
- Experience in GXP / QA and/or H&S Administrator in a Pharma or Food environment
- Experience in change control and document control processes
- Excellent administration, planning and computing skills
- Knowledge and understanding of CAPA
- Excellent and confident communicator – both written and verbal

- Ability to work without supervision as well as part of a team
- Willingness and aptitude to be trained in any skills gap & positive approach to learning in role
- Self-motivated and flexible approach to role
- Good interpersonal skills and ability to communicate effectively with customers, clients, and staff
- Good time management and organisational skills
- Ability to work well under pressure

Desirable

- Formal qualifications and/or accreditation in Quality Assurance or H&S
- Knowledge and understanding of ISO standards
- Experience in taking part in external audit process, preferably from MHRA / FDA
- Experience in managing training, change control and document control processes

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	
■ Learning & Development	
■ Brand Notoriety	
■ Innovation and Change	
■ Employee Engagement	
■ Rigorous management of results	

9. Management Approval – To be completed by document owner

Version	V1	Date	19 AUG 2020
Document Owner	Anna Rihova		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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