Job Description

Job title	Compliance Apprentice (Junior Specialist)	Date: Apr 2025
Reports to (title)	Quality & Compliance Manager	N/A
Contract/Department	3540 GSK	Revision: 01
Location	Stevenage with travel in Hertfordshire and Cambridgeshire	N/A

Job purpose

Describe the overall purpose of the job in two or three sentences.

This role supports critical compliance functions across the account including key support for Pharmaceutical Compliance (GxP, the team is known as Quality & Compliance).

This introductory role will assist in the planning and delivery of Management Monitoring and other audit functions; supporting staff to close critical actions on time; supporting the successful delivery of departmental targets; supporting audits and investigations; train and support staff to use critical systems effectively.

Compliance requirements apply to all activities; accordingly, compliance personnel provide support to, and gain an understanding, of all departments across the account.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Support compliance teams: Assist in implementing business requirements ensuring compliance with regulations and standards.

1. **Assist in investigations:** Collaborate with cross-functional departments in investigations and ensure timely resolution. Learn tools to run investigations and work to build skills to independently run investigations.
2. **Set, own and manage CAPA actions:** Plan, write and own ASMART Corrective Actions and Preventive Actions (CAPAs) stemming from audits, deviations, change controls, continuous improvements (CI), or risk management activities.
3. **Monitor and track compliance actions:** Ensure compliance actions are monitored for timely closure and support trend analysis for continuous improvement. Support staff to develop milestone plans to deliver their actions in a timely manner.
4. **Internal audits:** Assist in management monitoring and other internal audits as and when needed to ensure adherence to standards and regulations.
5. **Provide audit support:** Support internal Audit team to deliver on the client's regulatory and internal audit programmes including coordinate with relevant departments.
6. **Support the assessment for third-party contractors:** Provide support in assessing third party contractors to ensure they are suitable to be used on sites.
7. **Provide compliance support and training:** Offer compliance support, including staff training and quality inductions, to ensure new starters and engineering teams understand quality requirements and procedures.
8. **Take part in quality discussions:** when relevant act as representative of the compliance team in quality discussions with relevant stakeholders.
9. **Maintain a Quality Culture:** Foster a quality culture between the company, GSK R&D, and third-party contractors through effective communication, campaigns/learning, and documentation.
10. **Adhere to policies and procedures:** Comply with all client and company policies and procedures, adhering to standards and regulations.

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11. **Implement and monitor controls:** support the compliance teams to implement controls to prevent deviations and non-conformities, promoting continuous improvement and best practices.
12. **Provide systems support:** support staff in how to use key systems and assist in queries.
13. **Ensure timely reporting:** Support in monthly reports/KPIs commitments to the line manager to track progress and performance.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

Preference would be given to a candidate who can demonstrate

- Data analysis skills
- Attention to detail
- Ability to evidence string written and verbal communication skills
- Clear computer literacy with a sound knowledge of Microsoft Office products (Word, Excel, Power Point, Teams, Outlook etc.)

Note: Experience and knowledge of a pharmaceutical environment and regulations would be advantageous but not necessary.

Other factors relevant to the job

This is an office based job and requires site based presence on the assigned client site (Stevenage) with occasional travel to other sites in Hertfordshire and Cambridgeshire or to training venues as required.

Right to work in the UK.

Line Manager *Signature*	
Print Name	
Date	

Job Holder *Signature*	
Print Name	
Date	

Job Description

FOR HR USE ONLY:					
Job Grade		*EMCOR Competency Level*		*Training Profile UTC*	