

# Job Description

<b>Job title</b>	Quality & Compliance Specialist	<b>Date</b> May 2025
<b>Reports to (title)</b>	Quality & Compliance Manager	
<b>Contract/Department</b>	GSK	<b>Revision 2</b>
<b>Location</b>		

## Job purpose

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

Working within a small Quality and Compliance team on an EMCOR client's pharmaceutical site, you will ensure these aspects of the engineering service provided meet the client's procedural requirements.

## 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 the compliance team in implementation of business requirements around GxP needs.
- Provide support for issues related to equipment, systems or utilities having significant risk to the client operations.
- Conduct appropriate compliance internal audits on a regular and ad hoc basis.
- Support regulatory assessments by planning and preparation, and facing the auditor as requested.
- Control, monitor and complete where appropriate, audit actions to ensure actions are closed out as required
- Assist in training sessions to ensure Engineering teams have an understanding of quality requirements and procedures.
- Assist any member of the Compliance team as required.
- Support the Operations team in delivering the required compliance needs in GxP regulated areas and with the day to day site management when requested.
- Set, own and manage CAPA actions.
- Initiate engineering change controls, action, monitor and track to closure.
- Lead and participate in Engineering or quality related Deviations.
- Assist with writing and review of contract specific procedures as required.
- Represent the quality compliance function at EMCOR / Client meetings and presentations.
- Provide quality support including staff training on required topics.

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- Promote continuous systems improvements and good practice.
- Proactively encourage the strict adherence to the client procedures.
- Implements and monitors controls to prevent deviations or non-conformities.
- Complies with all client and EMCOR policies and procedures and adheres to company standards.
- Sign GxP Documents as required by procedure and based on appropriate training.
- Performs other duties as requested.
- Uses client systems such as EAM, IMMS, Beamex CMX, to extract and perform data management reviews in support of trend analysis, CAPA or deviation.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

N/A

## Person specification

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

- Degree / HNC / similar in Engineering or manufacturing within pharmaceutical/healthcare industry, or equivalent related work experience within a regulated manufacturing or processing environment
- Experience and knowledge of GxP guidelines and regulations advantageous
- 5+ years working in a regulated Engineering Quality, facilities maintenance, or a manufacturing operations organization
- Specialized training or certification in quality assurance audits preferred.
- Ability to identify and act on Compliance Risks within responsible area.
- Experience in review of audit related documentation.
- Expertise with Microsoft Word, Excel and RCA Tools.
- Experience of EAM asset management system, Trackwise, IMMS, CDMS, is advantageous.
- Excellent interpersonal and communication skills to effectively work with management

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and employees at all levels within an organization, including customers and facing the regulatory auditor

- Must have demonstrated experience in a safe, team-based, high-performance, quality-driven environment.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- Willing to travel within the South East of England to support multi-site operations and audits.
- Full UK driving license.

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

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