

JOB DESCRIPTION FORM

JOB TITLE: QA Supervisor

COMPANY: Weatherbys Scientific

REPORTS TO: Operations Manager

The aim of the QA Supervisor is to ensure that the testing and service that Weatherbys Scientific provides is fit for purpose, consistent and meets both external and internal requirements. This includes compliance to legal legislation, international standard ISO17025, INAB regulations for accreditation and customer expectations.

Key responsibilities

- To ensure the laboratory implement and maintain a quality system appropriate to the scope of its activities. To interpret, implement and co-ordinate the activities to meet the quality standard.
- To ensure the Quality Department establish and maintain adequate document control procedures which cover document approval, issue and changes.
- To ensure that QA perform periodic internal audits to verify that the laboratory's operations continue to comply with the requirements of the quality system and ISO17025.
- To ensure the laboratory establish all relevant procedures for the review of requests, tenders and, to approve these procedures and ensure they are maintained.
- To ensure all relevant procedures are established for the selection and purchasing of services and supplies and the approval of these procedures. Also, to ensure these procedures are carried out and maintained.
- To ensure that a procedure is established for the handling of complaints, to approve this procedure and ensure records are maintained.
- To ensure a procedure for implementing corrective action is established and to supervise the implementation of corrective action when non-conforming work or departures from the quality system or technical operations have been identified.
- To ensure a procedure for preventative action is established to reduce the likelihood of the occurrence of non-conformances and that all preventative action requirements are in place.
- To ensure that the relevant procedures are established for the control of all quality and technical records.
- To ensure the competence of all staff working to the Irish National Accreditation Board Standards and Requirements for INAB Accreditation.
- To ensure that procedures are established for the use and operation of all relevant equipment. To ensure a schedule and a procedure for the calibration of equipment is established.

- To liaise with laboratory management and staff to ensure the QMS is functioning properly and where appropriate, advise on changes and how to implement them.
- To co-ordinate and support on-site audits conducted by external providers.
- To continuously seek to improve and review the QMS
- To ensure customer requirements are constantly met.
- To assist in the supervision and mentoring of trainee scientists and other support staff when required.
- To take responsibility for your continuing professional development (CPD) by actively reviewing and participating in different projects for Continuing Professional Development, to be agreed by line manager.
- To participate in annual performance and development appraisals and agree on personal targets and objectives with line manager.

Education & Experience

- Bachelor's degree in a science related subject is essential.
- Previous experience in a laboratory testing or medical device manufacturing environment.
- Operational experience of quality systems in a dynamic environment.
- Good organisational skills and attention to detail.
- Good written, verbal and interpersonal communication skills and the ability to effectively interact cross functionally.
- Ability to handle multiple assignments and changing priorities.