

Job Description

Job Title	LIMS Administrator
Reports To	LIMS Team Leader
Location	Billingham
Date	Oct 2020
Grade	32

Job Purpose

The Laboratory Information Management System (LIMS) Administrator provides administrative and developmental support to the Labware LIMS project within QC. The job holder is responsible for driving their own workload in conjunction with their manager and to ensure compliance with the technical and operational aspects of the LIMS. The job holder will be expected to identify anomalies with data and also organise their own work, influence team members and support audits concerning the validation and control of LIMS in QC. LIMS Administrator's act as SMEs (Subject Matter Experts) and as such are expected to help with troubleshooting of the live system as and when issues arise. They must maintain the controlled state of the system to ensure its continued use is possible.

A key part of this role is the management of the live LIMS system and performing monitoring of the system through routine ASCRs (Automated Systems Compliance Reviews) and monthly audits. The role requires the job holder to gain a detailed understanding of the LIMS system used by QC and its maintenance requirements. The job holder will own the LIMS SOP/WIs (work instructions) and associated training packages.

The position requires that the job holder be compliant with site systems and regulatory requirements working to cGMP. This role requires that the individual is technically minded and personal qualities such as attention to detail and has good communication skills. The job holder will be required to learn how to build and configure the LIMS system and to manage user accounts. The role requires organisation and planning skills with the ability to explain and train in a succinct manner. The job holder is required to manage any events, deviations or QIPs relating to any LIMS activities and that they are closed to the set due date.

The job holder will help to implement the LIMS into QC and provide LIMS support and training to the department during and after implementation. This may involve working with different groups and with other site administrators.

Dimensions

Forward work plan	6 months to 1 year
Audit representation	Present LIMS overview and validation at regulatory & customer audits
No of staff reporting to individual	None

Principal Accountabilities

- To identify and raise concerns with management e.g. data anomalies or opportunity for continuous improvement
- Cross functional working
- Flexibility to adapt to changing plans
- To train/offer guidance to colleagues in use of LIMS
- Become proficient in the administrative functions of LIMS
- Become proficient in the building and configuration of LIMS
- Troubleshoot/offer advice as the FDBK LIMS subject matter expert (SME) where required to minimise downtime and impact on product release or method validation/stability timelines
- Ownership of LIMS Standard operating procedures, work instructions and training modules
- Work to site Environment Health and Safety (EHS) and cGMP requirements at all times, complying with procedures and timelines
- Schedule and plan workload
- Present LIMS data at regulatory and customer audits
- Any other duties commensurate with the role

Competencies

Level: Core

Assessed: Customer Focus, Analytical Thinking, Change leadership, Relationship Building, People Development, Planning, Achievements and Results Orientation, Business Standards & Integrity



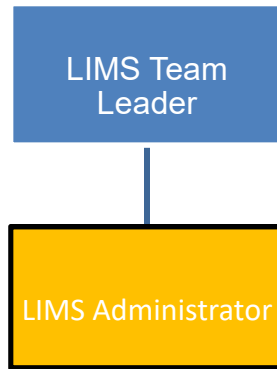
Abilities	Demonstrated Behaviours
Ability to Learn	<ul style="list-style-type: none"> • Quickly understands what new tasks/jobs required • Easily learns unique job related vocabulary • Quickly understands and uses processes, technologies and ideas that are continually being updated • Easily learns new information regarding changing products, operations etc • Understands and learns to work with new business, office and information technologies • Learns highly complex information regarding a product or operation • Is open and understands new ideas
Interpersonal Awareness	<ul style="list-style-type: none"> • Sees things from others viewpoints • Draws inferences about others concerns and interests • Understands the unspoken meaning in a situation • Senses others emotional states and ways of thinking • Is sensitive to changes in other peoples moods or temperament • Detects the concerns, interests or emotions which seem to lie behind what people say • Is aware of the feelings of others
Flexibility	<ul style="list-style-type: none"> • Modifies a strongly held opinion in response to contrary evidence • Modifies own behaviours in response to a situation • Works around obstacles that prevent completion of projects • Sees the merits of differing positions or opposing viewpoints and changes behaviour accordingly • Adjusts behaviour to suit new procedures and systems • Modifies behaviour in order to reach a goal • Maintains effectiveness during rapidly changing assignments or priorities • Changes plans if circumstances dictate
Concern for Standards	<ul style="list-style-type: none"> • Set high personal standards as an example • Takes firm action on sub-standard performance • Explicitly defines consequences of not achieving standards • Works to meet standards of excellence • Takes action to ensure consistent application of procedures/systems • Makes sure that work and/or products are completed in an accurate and timely fashion • Makes sure that work meets quality standards • Checks on projects to make sure they are being done properly
Analytical Thinking	<ul style="list-style-type: none"> • Develops and uses clear criteria for guiding decisions (e.g. resources, constraints, organisational values) • Identifies cause and effect relationships • Thinks through the consequences of different courses of action • Considers pros and cons before deciding • Identifies root causes • Thinks through priorities • Understands and evaluates numerical data, tables, charts or graphs to get to the cause of a problem • Performs calculations and combines quantitative information in order to diagnose and solve a problem • Develops a list of decision making guidelines (algorithms, etc) to help arrive at logical solutions • Makes sense of information by organising it
Thoroughness	<ul style="list-style-type: none"> • Follows up incomplete or inadequate answers to pin down the facts • Acts to reconcile inconsistent forms of data • Takes action to tie up loose ends • Checks to ensure data is accurate and sustainable • Makes sure all necessary tasks have been completed • Checks work for errors and omissions • Carefully prepares and checks details for key events, presentations etc

	<ul style="list-style-type: none"> • Masters all details relevant to making a case • Takes care of both small and large aspects of a task • Keeps track of many details without forgetting items
Concern for impact	<ul style="list-style-type: none"> • Takes action to have an intended or desired effect on others • Effectively communicates in order to influence • Considers in advance the impact of actions on others and adjust actions in order to influence • Acts to ensure that others will understand complex information • Acts to preserve longer-term work relations • Considers the likely reactions of others and acts to address them in planning a communication • Shows consideration for and responds to the feelings and needs of subordinates, peers, superiors or customers • Maintains people's self-esteem in situations of criticism, disagreement, or discipline • Maintains people's self – esteem when interacting with them
Tenacity	<ul style="list-style-type: none"> • Sticks with a problem until it is resolved • Repeatedly pushes others to do something • Demonstrates unflagging energy in pursuing a problem • Works unusual hours to accomplish a goal • Keeps trying to achieve a goal despite encountering obstacles • Demonstrates repeated efforts to complete a task • Stays with a position or plan of action until the desired objective is achieved or no longer reasonably attainable • Proactively seeks and completes advanced LIMS training

Special Features –

1. The jobholder must have the willingness to seek out knowledge, assimilate training and to develop their competence rapidly in new techniques.
2. They must possess the ability to clearly communicate within their team, with external auditors and clients in a professional manner.
3. The jobholder is expected to work across functions and with within a multidisciplinary environment.
4. The jobholder must have the ability to generate data and aid with creating/maintaining local procedures and Quality process to assure the data.
5. The jobholder must be able to critique data/processes and identify concerns and suggest ways in which issues can be rectified.
6. The jobholder must be able to work effectively in a team environment and be available to assist members of analytical teams within QC to support and facilitate analysis deadlines.

Organisation Chart



Signatures

Job Holder: Date:

Manager: Date: