

QC Team Leader - Microbiology

Job ID
REQ-10025524
Oct 10, 2024
Singapore

About the Role

QC Team Leader – Microbiology

Location – Singapore

About the Role:

Responsible for operational leadership of a defined area / laboratory within the site's quality control unit. Ensure compliance with all cGxP, regulatory and HSE aspects as well as responsible for people leadership within area of responsibility.

Key Responsibilities:

- Coordination of departmental operational activities on behalf of Site QC Lead (details see role profile QC Lead). Management of microbiological activities in line with site objectives
- Line responsibility and daily walkthrough. Lead OpEx Projects. Investigation of Deviation, OOX, Complaints.
- Define and implement CAPAs. Support transfer projects & validation studies
- Track team metrics and ensure KQI/KPI meet requirements. Review and approve text and design. New equipment commissioning support (OQ, PQ). Define improvement areas in process and products.
- Resource and capacity (people and equipment) planning and workload management. Performance and leadership support to specialist team. Ensure availability of equipment, chemicals and consumables, as appropriate. SOP review & revision. Perform local training and monitor training status.
- Planning of activities. Daily supervision of activities. Document approval. Leading execution of daily plan. Microbiological testing review and approval.
- Leads people processes through recruitment, training, coaching and performance to meet all operation requirements and supports a robust career path deployment and succession plan for area of responsibility.
- Invest time in personally developing and coaching talents. Actively support and promote talent exchange for the benefit of the individuals and organization. Support the T&L organization by identifying and reviewing the appropriate list of training for all in-scope associates.
- Ensure that associates are qualified for a GMP task prior to independent performance. Monitor overall training compliance for in-scope associates. Identify and maintain a list of subject matter experts for in-scope areas of expertise.
- Create a work environment that enables high employee engagement. Role model the culture aspiration of being Curious, Inspired and Un-bossed

Essential Requirements:

- Biological/microbiological analytics or diagnostics including growth properties of micro-organisms and culture media preparation; quality control/ assurance in pharmaceutical industry or biotechnology, especially with regard to environmental monitoring and cleanliness zones.
- Collaboration; result-oriented. Project management. Lead, plan, manage, and coordinate personnel
- Breakthrough Analysis; Operational Excellence; Interpersonal Savvy. Organizational Savvy; Being Resilient.
- GMP, HSE and 5S guidelines/regulations and SOPs; Cost control. Managing resources; Laboratory equipment; Quality Control (QC) Testing. Quality Control Sampling; Knowledge of TQM and related industry GxP standards and processes; Laboratory Excellence; Quality decision making
- MS Office applications and other standard IT applications supporting Quality activities

Desirable Requirements:

- University degree with a scientific / technological background (e.g. Microbiology, Chemistry, Pharmacy, Biology, Biochemistry, or equivalent).

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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Role Requirements

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Division

Operations

Business Unit

Innovative Medicines

Location

Singapore

Site

Tuas Bay Lane

Company / Legal Entity

SG12 (FCRS = SG012) Novartis Singapore Pharmaceutical Manufacturing Pte Ltd

Functional Area

Quality

Job Type

Full time

Employment Type

Regular

Shift Work

No

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