

### Person Specification

<b>Job Title</b>	L and D Compliance Partner
<b>Job Holder</b>	VACANT
<b>Reports To</b>	Learning and Development Manager
<b>Date</b>	Apr 19

		Essential	Desirable	Method of Assessment
<b>Educational Attainment</b>				
E1	Degree educated or equivalent	X		Application form/Certificate
D1	Member of an appropriate professional body		X	Application Form
<b>Work Experience</b>				
E2	A minimum of 5 years' experience working with and leading development initiatives in some form of manufacturing environment where a Quality Management System is required. (Experience in following sectors Pharma, Biopharma, Chemical COMAH Sites, Nuclear, Aerospace, Aeronautical, Food manufacturing.)	X		Application form
D2	Experience of fronting customer and regulatory audits		X	Application form/Interview
D3	Experienced in the application of change management tools and methodologies		X	Application form/Interview
<b>Knowledge/Skills/Aptitude</b>				
E3	Excellent written and verbal communication skills	X		Application form/Interview
E4	Proven ability to influence, negotiate and persuade, especially at a management level, adjusting personal style as required.	X		Interview
E5	Ability to present complex information in a clear and concise manner	X		Application form/Interview
E6	Ability to learn, use, interrogate IT management systems that support business operations, eg a LMS, LIMS, SAP or controlled documentation system.	X		Application/Interview
<b>Circumstances</b>				
E7	Evidence of continued professional development	X		Application Form