

Gold Standard

Senior Formulation Technician (SFT) Research & Development, New Product Development

	The Gold Standard Job Role skills, knowledge and behaviours	Gold Standard Qualifications & Training Standards Examples
Technical competence	<p><i>The SFT is able to:</i></p> <ul style="list-style-type: none"> • <i>Assist the Formulation Scientists, Formulation Technicians, Technical Service Scientists and Process Quality Control Technicians in all aspects of formulation development, testing and documentation.</i> • <i>Assist during scale-up of formulations from laboratory to pilot plant to full plant.</i> • <i>Maintain and calibrate instruments used for characterization of formulations such as particle size analyser, rheometer, surface tensiometer and microscopes.</i> • <i>Maintain and calibrate routine laboratory equipment such as balances, centrifuges, pH meters and titration equipment.</i> • <i>Perform industrial analytical quality control (QC) tests.</i> • <i>Prepare formulations using and adhering to strict procedures.</i> • <i>Ensure the laboratory is well stocked and resourced with standard laboratory ware and chemicals, including components used in the preparation of formulated products.</i> • <i>Maintains the laboratory methodology handbook and/or SOPs, ensuring that any modifications are recorded in a timely manner, and communicated appropriately.</i> • <i>Keeps up-to-date with relevant scientific and technical developments, with a particular emphasis on efficiency and reliability.</i> • <i>Use appropriate IT solutions for data handling and manipulation, understands the principles of experimental design and through basic mathematical understanding can produce data represented in graphical form.</i> 	<p>BTEC L4 HNC Diploma in Applied Chemistry</p> <p>BTEC L5 HND Diploma in Applied Chemistry</p> <p>BTEC L5 HND in Chemical Science for Industry</p> <p>BTEC L5 HND Diploma in Biological Sciences for Industry</p> <p>Foundation Degree in Pharmaceutical and Chemical Sciences - FdSc</p>

<p>Compliance</p>	<p><i>The SFT can provide and maintain a safe work environment by participating in safety programs, committees, or teams and by conducting laboratory or plant safety audits.</i></p> <p><i>Additionally the individual...</i></p> <ul style="list-style-type: none"> • <i>Trains others in safe and effective laboratory techniques</i> • <i>Has a working knowledge of chemical and biological safe handling procedures.</i> • <i>Can carry out effective COSHH Assessments</i> • <i>Follows good laboratory practices and safety precautions including the use of personal protective equipment.</i> • <i>Can ensure all work complies with Good Laboratory Practice (GLP), current Good Manufacturing Practice (cGMP) and ICH guidelines where applicable</i> • <i>Is able to maintain laboratory records to cGMP requirements</i> • <i>Can ensure all products are developed in-line with quality manuals and statutory quality requirements in particularly cGMP.</i> 	<p>NEBOSH Award in Health & Safety at Work</p> <p>IOSH Managing Safely</p>
<p>Business improvement</p>	<p><i>The SFT:</i></p> <ul style="list-style-type: none"> • <i>Will provide scientific and technical support to underpin the review of existing products and practices, and implement changes where necessary</i> • <i>Will keep abreast of new laboratory techniques and implement where appropriate</i> <p><i>The individual understands & can deploy the theory, principles & practice associated with a variety of appropriate business improvement techniques, including an awareness of Lean and Six Sigma techniques.</i></p> <p><i>The individual understands and can deploy the principles of Resource Efficiency</i></p>	<p>Levels 2 NVQ Diploma in Business Improvement Techniques (QCF)</p>
<p>Functional & Behavioural</p>		
<p><i>Autonomy</i></p>	<ul style="list-style-type: none"> • <i>Results orientated, self motivated with an ability to evaluate</i> 	

	<p><i>and make decisions based on experience.</i></p> <ul style="list-style-type: none"> • <i>Able to work alone with minimal supervision and to use initiative.</i> 	
<i>Management & Leadership</i>	<ul style="list-style-type: none"> • <i>Excellent team and organisational skills.</i> • <i>Supervise junior members of the laboratory staff.</i> • <i>Coordinate work on specific projects across the business where appropriate.</i> • <i>Sets the standard in working attitude and ethics</i> • <i>Influences the decision making process where appropriate</i> 	<p>ILM L2 NVQ in Team Leading</p> <p>ILM L3 in First Line Management</p>
<i>Working with others</i>	<ul style="list-style-type: none"> • <i>Work closely on product development with Formulation Scientists, Formulation Technicians, Technical Service Scientists and Process Quality Control Technicians.</i> • <i>Provide technical support to various stakeholders, support manufacturing scale up, cost reduction efforts and production.</i> 	<p>BTEC L3 Certificate in Learning for Life (QCF)</p> <p>ILM L2 in Effective Team Member Skills</p>
<i>Personal development</i>	<ul style="list-style-type: none"> • <i>Develop skills such as: team learning, reflective learning, independent learning and creative learning.</i> • 	BTEC L3 Certificate in Learning for Life (QCF)
<i>Communication</i>	<ul style="list-style-type: none"> • <i>Present the companies formulation expertise at appropriate internal meetings.</i> • <i>Demonstrate excellent written and verbal communication skills.</i> • <i>Support team members in identifying, developing and implementing new ideas.</i> • <i>Submits timely and concise summary reports of work</i> 	C&G L3Certificate in Business Skills
<i>Business awareness</i>	<ul style="list-style-type: none"> • <i>Has an appreciation of the industry sector, adjacent sectors and competitors</i> • <i>Understands the company structure and business processes</i> • <i>Understands the customer base and is aware of customer requirements</i> 	ILM L2/3 Award in Business Awareness

