



Job Description - New Product Development Officer

Job Title

New Product Development Officer - Medicinal Cannabis and Wellness

Location

Unit 5a Rivergreen Industrial Estate

Reports to

Head of Quality

Job Purpose

To manage all product design aspects for cannabis-based medicines and supplements from the formulation stages through to upscaling production.

Territory and Dimension/Scope of Role

New Product Development Officer must strive to ensure the organization maintains a manufacturing and distribution service in line with current GMP, Food Supplement and Cosmetic regulations.

Key Responsibilities and Accountabilities

- Manage the quality of products including formulation design, testing and stability
- Project manage the introduction and supply of new products in line with project objectives. This includes development work through to finished product supply and the interaction between internal departments and third parties to meet cost and timeframe deadlines
- Identify suitable raw materials and manage the supply chain for each project
- Work with relevant departments to drive the project from small scale to large scale manufacturing.
- To follow, promote and enforce relevant SOPs, job aids, company policies and procedures
- Support Quality in leading a culture of continuous Quality improvement
- Support staff training in areas of Quality and Production
- Support other departments in following procedures and using controlled documentation
- Support the Head of Quality in the management of Quality Control, Quality Management System, especially deviations, recalls, complaints and audit
- Manage raw material purchasing, handling, sampling and approval
- Support Production in the prioritising and manufacturing of products
- Perform release on paperwork and manufactured products.
- Engage in personal professional development and attend mandatory training



- Present the Company in a positive way at all times with internal and external clients, customers and staff
- Comply with the Company's HR policies and the Health and Safety policy at all times
- Work flexibly and efficiently in order to meet internal and external customer needs, whilst maintaining the highest possible professional standards
- Bring new ideas and approaches with an open mind
- Maintain confidentiality and security at all times
- Support other areas of the business when required, such as dispatch and goods in operations.

Skills and Specifications

- Must have a life science degree
- One-year GMP / food grade or cosmetic product experience desirable but not essential
- Calmness under pressure and maintain records in timely and accurate mode
- Good decision-making, communication, and IT skills
- Ability to encourage and motivate people with responsible attitude
- Interest in helping and working with customers
- Should have sound practical judgment of priorities
- Familiar with Microsoft office and Sage

Deputising

n/a

Date Job Description Created Sep 2019