In Norbrook we pride ourselves in being one of the top companies in Northern Ireland and one of the top veterinary pharmaceutical companies globally. We develop & manufacture veterinary medicines, supplying products to 120 countries globally. With a strong portfolio of existing products and significant investment in R&D to launch new products annually, we have opportunities for individuals to join us and develop their career in a global company.

Our business strategy is supported by our Values – Customer Value, One Team, Results Driven, Excellence, Innovation, and Quality – and we support our employees to live the behaviours that creates our culture. Our on-going success is based on the expertise, knowledge and innovation of our employees. If you are interested in joining our team here at Norbrook and supporting our vision, then apply for this role.

Pharmacovigilance Associate

Job Overview

Applications are invited for the position of a Veterinary Pharmacovigilance Associate within Norbrook's Regulatory department. The successful candidate will be reporting to the Pharmacovigilance Manager/Deputy QPPV. He/she should be educated to a third level qualification or have at least 2 years' experience in a busy administrative role. Full Pharmacovigilance training will be provided, therefore no prior experience in this area is required, however it would be beneficial. Preference for someone who has some experience in the animal health industry or a regulatory environment; however, this is not a prerequisite for the role.

The Pharmacovigilance Associate will be responsible for providing high levels of administrative support to the Pharmacovigilance Manager, as well as processing reports of adverse events and responding to queries in a timely manner.

Main Activities/Tasks

- Undertake a range of administrative duties on behalf of the QPPV and Pharmacovigilance Manager with regards to the maintenance of the Pharmacovigilance System Masterfile (PSMF) and QMS including adverse event reporting and other Pharmacovigilance activities.
- To provide a high level of administrative support to the QPPV and Pharmacovigilance Manager.
- To ensure compliance with Standard Operating Procedures (SOPs), whilst adhering to the operational requirements and legislation appointed by Regulatory Authorities.
- To liaise with global Regulatory Authorities, Distributors and Norbrook personnel on Pharmacovigilance issues (including quality investigations) on a daily basis, ensuring queries are responded to in a timely manner.
- Accurate technical data entry including the receipt and processing of global adverse event reports and follow-ups on the Veterinary Pharmacovigilance system, ensuring

- timely submission to global regulatory authorities in compliance with internal procedures and global legislation.
- To ensure compliance with internal departmental procedures and Key Performance Indicators.
- To assist in the maintenance of the Pharmacovigilance QMS and associated documentation.
- To assist with the generation of PV data for reconciliation and signal detection purposes.
- To assist in the preparation of periodic reporting to applicable regulatory agencies whilst liaising with the QPPV, Deputy QPPV and/or Veterinarians to ensure timely submission.
- To assist with the reconciliation of adverse event reports from Distributors, satellite offices, external service provider(s) and the Quality dept.
- To assist with the maintenance of global staff training records.
- To assist in the preparation and maintenance of global PhV Agreements – liaising with the Pharmacovigilance Manager and relevant personnel within each Company.
- To assist with internal and external Pharmacovigilance inspections.
- To carry out any other Pharmacovigilance duties deemed necessary by management.

Essential Criteria:

Applicants must therefore demonstrate the following essential criteria on their application form in order to be considered:

- Educated to a third level qualification or have at least 2 years' experience in a busy administrative role.
- Must be highly organised with experience working in a busy office environment.
- Must have the ability to work well under pressure and on their own initiative, whilst demonstrating a high degree of accuracy.
- Must have a meticulous approach, attention to detail and excellent communication skills.
- Must be computer literate with excellent knowledge of Microsoft Word, Excel and Outlook software.

Duration: Full time, permanent

Location: Newry

Additional Information:

- This role will be based in a site that produces and handles penicillin, and as such, this role would not be suitable for those that have a penicillin allergy.
- Applicants should be able to provide proof that they have a right to work in the UK at the time of their application. Applicants who are unable to provide this proof will not be considered.
- We regret that applications received after the closing date and time will not be accepted.

Benefits:

- Free Life Assurance
- Company Pension Scheme
- Healthcare cash plan
- 31 days annual leave
- Wedding Leave
- Company Sick Pay
- Employee well-being initiatives
- Employee Assistance Programme
- On-site free parking
- Canteen Facilities
- Employee Perks scheme
- Discounted Car Insurance
- Annual Employee raffle
- Employee Recognition scheme
- Career development opportunities

Contact: recruitment@norbrook.co.uk

Norbrook Laboratories Limited employs a workforce with members of all sections of the community and is committed to appointing people purely on the basis of merit. In accordance with our equal opportunities policy, we would particularly like to welcome applicants from the Protestant Community.