

ADISSEO

Job description



Département / Famille: R&I Animal Nutrition and Health - Monogastrics

Localisation : Saint-Fons avec déplacements à Malicorne

Title: Trials, Pre-clinical Operations and Quality Manager / Manager études Externe et Qualité

Missions:

Within the frame of the strategic directions of Adisseo's R&I (Research and Innovation), the Trials, Pre-Clinical Operations and Quality Manager Animal Nutrition (TOQM) ensures the implementation and monitoring of all external studies carried out, in close collaboration with Adisseo's researchers. She/he helps develop, implement, evaluate, and continually improve the company's Integrated Management Systems, processes and procedures to achieve a compliant and effective system in-line with regulatory, global R&I requirements and policy.

Main responsibilities:

She/He is in charge of developing the network of External Laboratories and Research Stations:

She/he identifies national and international external Laboratories, study centers, universities and experimental facilities having the competencies to carry out the studies requested by the Adisseo researchers.

When necessary, she/he visits these laboratories to establish contacts, perform an audit of the facilities and assesses the skills and competencies of the teams in order to establish recommendation whether to engage into trial work, with regards to quality and cost structure.

She/He is responsible for setting up and monitoring the studies entrusted to the External Laboratories

- Identify the needs for external studies necessary for research and development programs in collaboration with the Adisseo's scientists and propose potential partners to fulfill the needs.
- Set up the external studies: definition of the protocol (based on the request coming from Adisseo's scientists), schedule and budget.
- Monitor the trials, from the organization of shipments and reception of trial items, samples, raw data until the trial execution and finally data generation.
- Report on the progress of the studies, resolving problems that may arise, in close collaboration with the Adisseo researchers and the external partner.
- Finalize and close off the trial monitoring in analyzing the reports with external partners, taking into account the comments and questions from the Adisseo researchers.

She/He ensures the Quality of External Studies:

- Ensure a regular audit of the installations, external partners and ongoing studies.
- Validate in close cooperation with the Adisseo researchers the quality of the studies carried out.
- Work in partnership with external partners to improve their service.

In connection with the purchasing department, she/he participates in the choice of the external research centers. In connection with the purchasing department, She/He ensures the eligibility of external centers in terms of safety and sustainable development policy.

She/He ensures the administrative, legal and financial monitoring of External Studies:

- Responsible for the legal follow-up of the external studies in liaison with the legal counsellors: confidentiality contract, research & service contract, intellectual property.

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- Responsible for the financial follow-up of external studies, with its purchase orders and invoices.

She/He is responsible for implementing the global R&I requirements and policy at the R&I Nutrition perimeter:

- Responsible for ensuring alignment with quality standards ISO 9001 and develops IMS documentation, including policies, procedures, work instructions, forms and templates to establish a clear framework for processes and practices.
- Identify risks and areas for improvement and works with stakeholders to implement corrective actions and preventive measures.
- Keep updated on regulations applicable to her/his entity and remains in line with evolving requirements.
- Develop and deliver trainings to educate people on the IMS, its processes, & their role/responsibility in maintaining the system
- Foster a culture of awareness and understanding of the IMS across her/his entity by working closely with various stakeholders, facilitate and support managers in root cause analysis to resolve problems to ensure corrective actions are implemented and disseminated throughout the team.

She/He manages an administrative assistant who is closely monitoring budgets, payments and forecasts of the external studies within Adisseo's booking system.

Internal relationships

Strong relationship with: Adisseo's scientists, Experimentation team, legal department, purchasing department, R&I Quality leader, R&I HSE and sustainability leader, Management of the R&I Nutrition team

External relationships

External Laboratories and Research Stations

Competencies

- Knowledge of ISO 9001 & 45001 & 14001 standards, and auditing experience
- Knowledge of relevant industry standards and regulations
- Ability to write management system procedure
- General training in animal science, animal nutrition and / or animal experimentation
- Ideally having an international network of animal trial stations
- Ability to prioritize / Good organizational and follow-up skills / Rigorous.
- Customer centric
- Transversal management capacity
- Good written, verbal and presentation skills

Education :

Master's degree either :

- In life sciences (preferably agriculture, agronomy with focus on animal nutrition and/or health) with an experience in quality management
- In quality management with an experience in life science activities (preferably agriculture, agronomy with focus on animal nutrition and/or health)

Languages

English (spoken, read and written), any other language would be a plus