



GMP Trainer and Content Developer

Job Description

The Canadian Advanced Therapies Training Institute (CATTI) develops and scales e-learning and on-site GMP training programs for efficient and rapid upskilling of the biomanufacturing workforce required in Canada and internationally. CATTI's goals are to enrich the skilled talent pool of highly qualified personnel (HQP) to keep pace with the fast growth of the cell and gene therapy field. Our purpose is to train and qualify individuals to prepare them for workflow under aseptic conditions, driving GMP manufacturing expertise globally. Additionally, we bridge the gap between one's academic background qualifications and their market readiness. For more information, please visit: www.catti.ca.

Role summary

CATTI's growth is rapid. We seek an experienced and team-oriented **GMP Trainer and Content Developer** who is energized to be part of a rapidly evolving start-up. Reporting to the Chief Scientific Officer and under the supervision of the Training Manager, this individual will be a Senior Trainer at CATTI's Lab at the University of Guelph. The role will focus on training initiatives, curriculum content development and training delivery for external clients and internal team members.

The position is based out of Guelph, Ontario. Travel to other sites within Ontario and Quebec will periodically be required and travel to other centres of biomanufacturing excellence (Canadian, US and internationally) may occasionally be required. The ideal candidate will have a background in the advanced therapies industry (cell, tissue and gene therapy, vaccine production, other advanced therapies and/or biologics), experience in product manufacturing under cGMP and affiliated standards and regulations. The **GMP Trainer and Content Developer** will further collaborate with other CATTI teams to provide valuable input on market research and strategic business plan development. Additionally, there will be a close working relationship with the instructional design and training content production team.

Responsibilities:

Training Curriculum Content Development

- Develop classroom and hands-on training for cell and gene therapy manufacturing teams (e.g. aseptic techniques, process-specific and general technical/equipment training)
- Assist in content development of e-learning modules, self-paced courses and hands-on practicum
- Contribute to the development of CATTI's Quality Manual for course material
- Define and assess competency levels specific to job roles and client requirements



- Perform updates to the training content to ensure all current acts, regulations, policies and guidance documents are abided by (maintain compliance)
- Provide input to the commercialization team as needed for the marketing and selling of training programs
- Work with partners to determine training requirements and assist as needed in the development and delivery of training for specific equipment and software used in manufacturing

Training Instruction

- Deliver training to cohorts of participants, both as the lead trainer and as a co-trainer for team instructed courses
- Perform skills and competency based assessments on training participants
- Train additional trainers who will deliver this training to both CATTI employees, Client employees and students (non-exclusive list)
- Participate in training team meetings to ensure the consistent deployment of assessment evaluations and training delivery
- Design, deliver, analyze and act upon trainee pre-and post-training surveys using metrics-based approaches, including marketing and publication material for training effectiveness and outputs
- Provide constructive feedback and coaching for both trainees and trainers, as well as the content development team

Operations of the Training Site(s)

- Work with the lab team to write and review SOPs and policies, streamline with CATTI training protocols and ensure appropriate synchronization of training objectives, deliverables and evaluation
- Conduct on site preparatory work for any training session according to the needs of the curriculum and participants/clientele (e.g. cell line preparation)
- Coordinate and perform logistics and supply chain activities as they relate to equipment and consumables inventory, material sourcing, timely delivery of goods to training site
- Maintaining appropriate records of personnel, inventory, equipment usage, training activities and site-specific requirements for accessing GMP cleanroom space and supportive infrastructure
- Coordination of training participant cohorts with Executive Assistant & Logistics Coordinator
- General lab work as required, including cell culture, equipment/instrument optimization, working with open and closed systems (non-exclusive list)
- Be responsible for the implementation of health and safety considerations and policies in all areas



Learning Needs Assessment

- Work with CATTI team to implement, manage and update CATTI's process of assessing, diagnosing and defining prospective client's and employee's learning needs (learning needs analysis - LNA)
- Assist the senior management team and technical subject matter experts to understand client needs clearly and draft tailored and competitive proposals (including accuracy of scope, define appropriate training curriculum, timelines, budgets, etc.)

Content Digitization

- Conversion of traditional paper-based SOPs and associated forms into appropriate training content
- Assist in the development and roll-out of XR-based training technologies (e.g. immersive virtual reality, augmented reality, mixed media, AI/machine learning strategies, etc.)
- Work in close relationship with the instructional design and training content development team

Management Reporting

- Provide monthly pipeline reports to senior management, including progress/analysis on training delivery and new initiatives, contribute to nurturing and conference strategy
- Logistics reporting for the timely delivery of supplies and training materials in consequence of training delivery schedules (optimization strategies)

NOTE: It is important to recognize that CATTI is still an evolving organization and, as such, represents a challenging and fluid working environment. Your duties will be influenced by the needs of the organization and will require flexibility and adaptability. It is also important to recognize that both teamwork and effective project management are valued in the CATTI environment.

Qualifications/Experience:

- BSc required; advanced degree in a related field (MSc or PhD) desirable
- 3+ years of experience in the advanced therapies industry (cell, tissue and gene therapy, vaccine production, other advanced therapies and/or biologics)
- Experience in product manufacturing under cGMP and affiliated standards and regulations and a strong understanding of aseptic techniques
- Demonstrable experience in training others within previous technical roles.
- Strong attention to detail and the ability to work with multiple stakeholders
- Preference will be given to qualified candidates with training experience



Desired Characteristics

- Very strong communication skills (oral and written), including abilities to interpret complex documents, and a great attention to detail
- Strong presentation skills with an ability to break down and explain complex topics on technical knowledge
- Excellent networking and relationship building skills with potential clients and trainees
- Demonstration of refined project management skills and experience managing multiple priorities
- Intellectually curious self-starter able to adapt in a fast-moving environment
- Ability to work closely with highly collaborative, multi-functional teams
- Ability to read/write/speak in French is an asset

Workplace

- The position is based out of Guelph, Ontario
- Remote work opportunities can be accommodated when no on-site activities are ongoing
- Travel to other sites within Ontario and Quebec will periodically be required and travel to other centres of biomanufacturing excellence (Canadian, US and internationally) may occasionally be required.

Salary:

- To be determined
- Permanent full-time position

Start date: As soon as possible

Please submit your applications to CATTI's CEO Vanessa Laflamme at v.laflamme@catti.ca, **before Friday January 26 2024, 5pm EST.**