

## Job description

<b>Job title</b>	Production Supervisor
<b>PBL Directorate</b>	Production
<b>Pay band</b>	EO
<b>Responsible to</b>	Team Leader
<b>Base/location</b>	PORTON/Fermentation Process Plant
<b>Hours/sessions per week</b>	39.4
<b>Job type</b>	Permanent

### INTRODUCTION

Porton Biopharma, Porton Down has approximately 300 staff, performing a range of process and analytical development, production, quality control and quality assurance roles associated with the development and manufacture of biopharmaceuticals.

The company carries out the manufacture of Erwinase and Anthrax Vaccine, as well as contract manufacturing projects.

The Fermentation Process Plant (FPP) is the location for the primary stages of the Erwinase manufacturing process which includes fermentation and recovery operations.

### JOB SUMMARY

This will be a shift working position working a 24 hour 7 day rota.

The successful applicant will be responsible for the day to day support and management of junior staff in the income generating activities of PBL by providing a technical lead in the manufacture of biopharmaceutical products within a GMP/ISO-9001 production facility.

The successful applicant will be responsible for ensuring the facility is maintained in a GMP compliant state, and that all staff adhere to, and all operations are carried out to, strict GMP guidelines.

### Communication and key working relationships

#### Internal

- Production management.
- Quality Assurance.
- Quality Control
- Engineering.
- Safety

- HR
- Facilities management

### External

- Suppliers
- Specialist contractors
- Consultants
- FERA
- Commercial customers
- Regulatory bodies

### **MAIN DUTIES AND RESPONSIBILITIES**

- To carry out duties involved in the manufacture of biopharmaceuticals to GMP and ISO 9001 requirements as directed.
- Ensure that the facility is maintained in a compliant state and that the product/materials are manufactured to appropriate regulatory requirements.
- Manage and support junior staff in all their activities and ensure they are adequately trained in all operational processes.
- Responsible for ensuring that all staff adhere to, and all operations are carried out to, strict GMP guidelines.
- To undertake all necessary training to enable the post holder to carry out his/her duties to the required standard.
- To undertake work in accordance with PBL Health and Safety Policies and procedures and to work within any Quality systems that are appropriate to the site.
- To comply with all PBL policies and procedures.
- In line with any other responsibilities, to perform any other tasks assigned by the Line Manager.

### **Other**

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

### **Professional development**

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

## Person specification

Description	Essential	Desirable	Assessment
<b>Qualification</b>			
GCSE Mathematics, English & Science.	√		A/C
Educated to minimum of NVQ 2 level in a relevant subject or equivalent level of qualification or minimum of two years significant equivalent previous GMP production experience.	√		A/C
<b>Knowledge and experience</b> Experience as defined by type/level (not length)			
Significant experience in a relevant technical area	√		A/I
Good working knowledge of cGMP requirements and how to implement them	√		A/I
Experience of training staff		√	A/I
Supervisory or management qualification		√	A/I
<b>Skills and capabilities</b>			
Clear communicator with good writing, data entry and telephone skills ensuring accuracy.	√		A/I
Ability to work effectively as part of a team, with good interpersonal skills.	√		A/I
Flexible approach to work.	√		A/I
Problem solving skills and ability to respond to sudden unexpected demands	√		A/I
Be proactive and able to work on own initiative, organising and prioritising own and teams workload to set deadlines.	√		A/I

**Equality and diversity**

An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems

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**\*Assessment will take place with reference to the following information**

**A = Application form**

**I = Interview**

**C = Certificate**

**T = Test**

Job description agreed with the post holder:

Employee signature: ..... Date:.....

Print name:.....

Manager's signature:..... Date:.....

Print name:.....