

## Job description

|                                |                         |
|--------------------------------|-------------------------|
| <b>Job title</b>               | Production Technician   |
| <b>Directorate</b>             | Production              |
| <b>Career Level</b>            | 5                       |
| <b>Responsible to</b>          | Support Team Supervisor |
| <b>Base/location</b>           | FPP Support Team        |
| <b>Hours/sessions per week</b> | Part-time or Full-time  |
| <b>Job type</b>                | Permanent               |

### INTRODUCTION

Porton Biopharma Ltd, Porton Down has approximately 300 staff, performing a range of production, quality and development roles within pharmaceutical production, process and analytical development, quality control and quality assurance. The department carries out the manufacture of Erwinase and Anthrax Vaccine as well as contract manufacturing projects.

The Production Technician post is located at the Fermentation Process Plant (FPP) at Porton Down. The FPP is an FDA and MHRA licensed GMP manufacturing facility which produces therapeutic products by bacterial fermentation, then extracts the active ingredient from the fermentation by initial phase downstream processing.

### JOB SUMMARY

The successful candidate will assist the FPP Support Team with the routine tasks that are performed within the process hall including cleaning, environmental monitoring, water sampling, calibration checks, ordering and maintaining supplies of consumables. Some driving will be required to ensure delivery of samples and good communication with other members of staff.

This role can be taken as a part-time or full-time position; however this must include Saturday and Sunday.

Successful applicants must either hold, or be capable of obtaining, a UK government security clearance at SC level. To obtain clearance at this level you must have been resident in the UK for the last five years, and not lived abroad for more than six months out of the last twelve.

## **Communication and key working relationships**

### Internal

- Production Management, Support Team

## **MAIN DUTIES AND RESPONSIBILITIES**

- Function as part of the team responsible for cleaning of the FPP Main Process Hall, Seed Production Unit and periphery.
- Assist with Environmental Monitoring of the FPP Main Process Hall.
- Assist with the water sampling of the FPP Main Process Hall.
- Assist with transporting product, materials, and equipment to and from the Main PHE site.
- Assist with the ordering, stocking up, and maintenance of consumables.
- Ensure compliance is maintained during manufacture and that PBL policies and procedures are applied when necessary.
- Liaise with Pharmaceutical Stores, QC, EMCOR to ensure the unit stays within compliance and is ready for operations when required.
- Ensuring training is completed and up to date for their required area of work.

### **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>  |           |           |            |
| Educated to GCSE level in biological sciences discipline or significant related experience.   |           | ✓         | A,I,C      |
| <b>Knowledge and experience</b><br>Experience as defined by type/level (not length)   |           |           |            |
| Previous experience of working in a GMP biopharmaceutical manufacturing facility.   |           | ✓         | A/I        |
| Experience of documentation review  |           |           | A/I        |
| Experience of databases including Word and Excel.   |           |           | A/I        |
| Experience of ordering, stock control and rotation  |           | ✓         | A/I        |
| Experience of working within a team of technical staff  |           | ✓         | A/I        |
| <b>Skills and capabilities</b>  |           |           |            |
| Experience of working in multidisciplinary teams and ensuring compliance within a pharmaceutical manufacturing environment  |           | ✓         | A/I        |
| Problem solving skills  | ✓         |           | A/I        |
| Motivated to work on own initiative, organising and prioritising own workload to meet deadlines   | ✓         |           | A/I        |
| An ability to maintain confidentiality and trust.   | ✓         |           | A/I        |
| Clear communicator with good writing, data entry and telephone skills.  | ✓         |           | A/I        |
| <b>Equality and diversity</b>   |           |           |            |
| 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 | ✓         |           | I          |

**\*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:.....