

Job description

Job title	Supply Chain Assistant
Directorate	Project Management & Logistics
Pay band	Band 5
Responsible to	Supply Chain Manager
Base/location	Porton
Hours/sessions per week	37.5
Job type	Fixed Term

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.

Logistics and Supply Chain Management are involved in the management and control of approved suppliers and the materials they supply, to ensure a good quality service that is compliant with PBL needs and requirements.

JOB SUMMARY

To support the Supply Chain Manager and Materials Control Documentation Lead, by providing support with Product Change Notification, Supplier Agreements, KPI monitoring and recording, Monograph writing and other regulatory compliance issues.

Communication and key working relationships

Internal

- Logistics Team Members
- QC Staff
- QA Supplier Approval Team
- Production Staff

External

- Suppliers

MAIN DUTIES AND RESPONSIBILITIES

- To provide support for the monthly KPI reporting.
- To provide support for the recording and control of Product Change Notifications
- To provide support for the management of Supplier Agreements
- To provide support in writing Monographs
- To provide support for data entry and management for any required databases and spreadsheets.
- To track and progress documents through the Quality Systems
- Oversee and manage the Procurement Email Account, tracking orders, passing on invoices for payment, dealing with queries or passing onto relevant PBL contact.
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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
Qualification			
5 GCSEs or equivalent, including English and Maths.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Educated to NVQ 2 level in a relevant subject or equivalent level of qualification or significant equivalent previous proven experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Educated to NVQ 2 level in a relevant subject or equivalent level of qualification or significant equivalent previous proven experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Knowledge and experience Experience as defined by type/level (not length)			
Previous experience of working in an administrative environment using computerised data systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Experience of working in a health care or pharmaceutical environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Working knowledge of Microsoft Office, including Word and Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Skills and capabilities			
Clear communicator with good writing, data entry and telephone skills ensuring accuracy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Ability to work effectively as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Problem solving skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Able to work on own initiative, organizing and prioritizing own workload to set deadlines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>		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:.....