# Job description

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|---|---|
| **Job title** | Placement Student |
| **Directorate** | PADG |
| **Pay band** | Career Level 5 |
| **Responsible to** | Appointed Supervisors |
| **Base/location** | Porton |
| **Hours/sessions per week** | 37.5 |
| **Job type** | Fixed term (up to 12 months) |

**INTRODUCTION**

Porton Biopharma, 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 as well as contract manufacturing projects.

**Process and Analytical Development Group**

The Process and Analytical Development Group (PADG) is part of the Development & Production Department at Porton. PADG is a development and technology transfer Group playing a key role in the translational research activities of the site. Its role is to develop manufacturing processes and associated analytical methods for use in the cGMP production of biotherapeutics and healthcare interventions. PADG projects may comprise the development of research designs and/or the improvement of existing commercial processes. The PADG is organized into 3 core teams with responsibility for *in vitro* culture processes, downstream processes and analytical methods development respectively

**JOB SUMMARY**

The post is a year-long placement in PADG. The post-holder will be trained in a wide range of techniques associated with the development of biopharmaceutical products within ISO 9001 laboratories. The post holder must be currently enrolled in on a scientific degree course, and have completed the second year of the course, at a university that supports industrial placements.

**Communication and key working relationships**

Internal

- Operational managers, Project leader, Project teams, supervisors

External

- Academic researchers, Scientists, and Suppliers.

**MAIN DUTIES AND RESPONSIBILITIES**

QUALITY RESPONSIBILITIES

1. Be accountable to the appointed supervisors for the day to day operations in the Downstream/Fermentation/Analytical areas

2. Undertake all work in accordance with PBL's Code of Safety Practice, Quality System and all other regulatory requirements.

3. Follow all Procedures, Policies, Rules, Regulations and Guidelines for all activities to ensure products meet the required standard.

4. Generate documentation with regard to risk assessments and ISO 9001 to ensure compliance of the area with all necessary regulations.

5. Take care and pay detailed attention to all tasks at all times. Complete documentation and records accurately and to a high standard.

6. Work to ISO 9001 ensuring the area is maintained in a compliant state following Standard Laboratory Procedures (SLP's) and codes of practice.

SPECIFIC RESPONSIBILITIES

To undertake specified training as outlined by the appointed supervisors.

Prepare high quality output for inclusion in oral/written reports for both internal and external presentation to agreed timescales.

GENERAL RESPONSIBILITIES

1. Work as part of a team.

2. Communicate effectively with a variety of staff in a range of matters; give, receive and relay information.

3 To ensure that work is undertaken in accordance with the PHE's Health & Safety Policy and to work within any Quality Systems that are applicable to the site.

4 To attend training on Health & Safety commensurate with the role and to maintain awareness of PBL current safety practices.

5 To comply with all PBL policies and procedures.

**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.

PORTON BIOPHARMA

# Person specification

| Description | Essential | Desirable | Assessment |
|---|---|---|---|
| **Qualification** | | | |
| Be enrolled on a suitable degree course and have successfully completed 2 years of this course, but not commenced the third year. | ✓ | | C,A,I |
| **Knowledge and experience**<br>Experience as defined by type/level (not length) | | | |
| Minimum of 2 years relevant degree course participation | ✓ | | A,I |
| **Skills and capabilities** | | | |
| Working to a quality/safety systems | ✓ | | A,I |
| Good oral and written communication skills | ✓ | | 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 | ✓ | | I |
| ***Assessment will take place with reference to the following information**<br><br>**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:…….....…