

Job description

Job title	QC Sample Reception Supervisor
Directorate	Quality
Pay band	5
Responsible to	Unit Manager
Base/location	Porton
Hours/sessions per week	37.5 hours per week
Job type	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 Biological Technical Services Group within Quality Control at Porton Down provides a sample reception service for cGMP (Good Manufacturing Practice) Quality Control activities across the site and for third party contracts

JOB SUMMARY

The main responsibility for the post holder is to receive and log samples that requiring testing, tracking the forms or samples as necessary. Ensuring that all documentation is filed, archived and handled with the best data integrity. Also, that any samples passing through sample reception are stored and handled to the expected standards. The post holder will supervise a small team in sample reception and lead local developments in sample reception.

Communication and key working relationships

Internal

- The post holder will receive samples for testing from any group at PBL and PHE Porton Down. The post holder will also deal with a wide range of staff in relation to sample queries, environmental/validation data, dispatch staff, batch review staff and quality control staff for day to day routine issues and queries.

External

- EMCOR
- Couriers
- FDA
- MHRA
- PHE
- LIMS supplier
- Customers, contractors and suppliers

MAIN DUTIES AND RESPONSIBILITIES

- Supervise activities in QC Sample Reception
- Communicate with internal customers to ensure samples are processed accurately and efficiently. Results are provided when available and liaise when testing schedules change.
- The post holder will be responsible for receiving, checking and logging all samples onto a specific database.
- Distribute test samples to specific QC labs or despatching samples to external test facilities.
- Receive QC forms for splitting, filing and distribution to batch review or named individual.
- Check the database to answer queries on sample progress or status.
- Responsible for cleaning and monitoring of equipment in QC reception area to Standard Operating Procedure.
- When required train any member of staff in the daily routine of the reception area and use of the database.
- Ensure the Examination Request Form archiving system is maintained and up to date at all times.
- Work effectively within the quality control team and organise work schedule to ensure adequate cover for sample reception.
- Support Biological Services Group activities when required.
- Initiate Non-Conformances and support investigations when required.
- Contribute to database development and LIMS introduction.
- To maintain an up to date awareness of regulatory and scientific advances by attending training courses or meetings that contribute to the efficiency and effectiveness of staff training and working practices that are beneficial to the post holders development.
- In line with overall responsibilities, to perform any other tasks assigned, or objectives set, by the line manager.
- To undertake all work in accordance with Porton Down Code of Safety Practice and Quality Systems
- To comply with all Porton Biopharma Limited 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.

Person specification

Description	Essential	Desirable	Assessment
Qualification			
GCSE or equivalent, in Science, Maths and English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,C
Knowledge and experience Experience as defined by type/level (not length)			
Experience of working in an administrative environment particularly record keeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Working knowledge of computerised data systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Experience working in a regulated environment, such as GMP or ISO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A,I
Experience of Supervising a process and/or team members	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A,I
Skills and capabilities			
Good organization skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Attention to detail, methodical approach to dealing with customers and goods/samples	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I, T
Clear communicator, able to understand issues quickly and to resolve them appropriately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Accurate recording and reporting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I, T
Experience in working to written procedures and protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Safety Awareness of COSHH and risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Working knowledge of Microsoft Office programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Flexible and adaptable approach to meet project deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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:.....