

Job description

Job title	Asset Management Administrator
Directorate	Engineering
Pay band	CL4
Responsible to	Asset Manager
Base/location	Porton Down
Hours/sessions per week	37.5
Job type	Permanent

INTRODUCTION

Porton Biopharma Ltd, Porton Down has approximately 350 staff, performing a range of production, quality and development roles within pharmaceutical production, process and analytical development, quality control and quality assurance. The company carries out the manufacture of Erwinase and Anthrax Vaccine as well as contract manufacturing projects.

[The PBL Engineering group is responsible for provision of all engineering support within the highly regulated GMP Facilities at PBL Porton Down. This structure includes engineering functions provided by professional engineers specialising in clean rooms, GMP critical utilities, production equipment, pharmaceutical facilities, and capital works delivery.

JOB SUMMARY

The Asset Management Administrator is responsible for the administration of maintenance work orders, asset onboarding, asset care plans and critical spares. This position is part of an overall Asset management team responsible for helping to maintaining compliance of PBL equipment and utilities.

Communication and key working relationships

Internal

- Manufacturing
- Principal Maintenance Contractor
- Validation

- Quality
- Safety

External

- Specialist Contractors
- Suppliers
- Consultants

MAIN DUTIES AND RESPONSIBILITIES

- Administration of maintenance work orders.
- Archiving of engineering documentation.
- Engineering procurement administration.
- Updating of planned maintenance job plans.
- Critical spares administration.
- Asset on boarding using the site asset management system.
- Provide oral or written reports when required.

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			
HND Business Management/NVQ 4 or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AI
GCSE or equivalent qualification at C or above in English and Math's.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AI
Knowledge and experience Experience as defined by type/level (not length)			
High level of organisation, time management and prioritization skills to manage own workload and conflicting demands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AI
Excellent interpersonal skills with the ability to establish and maintain good rapport with people from a wide variety of personal and professional backgrounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AI
Ability to work as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AI
Knowledge of administrative procedures or information systems.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AI
Experience of organising meetings and producing agendas, papers and minutes within the required deadlines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AI
Advanced skills in working with integrated software packages e.g. Windows Microsoft Office applications and other IT packages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AI
Skills and capabilities			
Able to communicate complex information and administrative matters, requiring developed interpersonal and oral/written communication skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Problem solving skills and ability to respond to sudden unexpected demands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AI
Ability to pull together comprehensive data reports.	<input type="checkbox"/>	<input checked="" 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:.....