Job description

Job title	Calibration Technician
Directorate	Engineering
Pay band	4
Responsible to	Instrumentation Manager
Base/location	Porton
Hours/sessions per week	37.5
Job type	Permanent

INTRODUCTION

Porton Biopharma, 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 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 main role of the Calibration Technician is to perform installation, maintenance, calibration, performance testing and thermal mapping of all instrumentation/equipment within PBL.

This role involves interfacing with equipment/system owners, the principle maintenance contractor, capital project managers and the Quality Departments to ensure compliance is maintained with current Good Manufacturing Practice.

Communication and key working relationships

Internal

- Manufacturing
- Principal Maintenance Contractor
- Validation
- Quality
- Safety

External

- Specialist Contractors
- Suppliers
- Consultants

MAIN DUTIES AND RESPONSIBILITIES

- To routinely install, maintain and calibrate instruments used within PBL's Facilities.
- To assist with the preparation and execution of calibration and validation protocols.
- To routinely back up data from electronic monitoring systems.
- To carry out daily specification checks of Critical Instrumentation and Utility Systems, including Clean Steam and WFI.
- To routinely performance test HVAC systems, Microbiological Safety Cabinets, Laminar Flow systems and other instruments/equipment used within PBL facilities.
- To carry out the thermal mapping of autoclaves within the PBL facilities.
- To ensure test data is accurately recorded and the records maintained.
- To provide oral and written reports on activities when required.
- To liaise with cGMP/Production staff and develop and maintain an ongoing relationship, to ensure critical calibration issues are addressed in a timely manner.
- To raise and follow through deviation and failure investigations and generate associated reports.
- To perform any other duties required by the Line manager commensurate with grade.
- To undertake work in accordance with the PBL's Health and Safety policies and procedures and to work within any Quality Systems that are applicable to the site 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.

Description	Essential	Desirable	Assessment
Qualification			
Educated to BTEC level in relevant subject or equivalent level qualification/apprentice or significant experience of working at a similar level in specialist area	✓		A, I
Knowledge and experience Experience as defined by type/level (not length)			
Experience in calibration and regulatory compliance activities in the Pharmaceutical Industry.	✓		A, I
Knowledge of Engineering H&S Leglislation and its application to calibration operations and equipment asset management.	✓		A, I
Extensive practical experience of Calibration and Performance testing.		✓	A, I
Experience in Preparing Detailed Engineering Technical Documentation, and User Requirement Documentation.		✓	A, I
Proven Understanding and ability to comply with Good Manufacturing Practice and associated validation/calibration techniques.	✓		A, I
Experience of regulatory audits		✓	A, I
Skills and capabilities			
Able to work effectively as part of a team.	✓		A, I
Good organisational skills	✓		A, I
Proven ability for fault investigation.		✓	A, I
Accurate and clear record keeping skills.	✓		A, I
Good numeracy skills.	✓		A, I

Operation and adjustment of specialised calibration and testing equipment.		✓	A, I
Diplomatic and tactful approach to colleagues and good 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** **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:…….....…