Job description

Job title	Process Development Scientist
Directorate	Development
Pay band	Career Level 4
Responsible to	Downstream Process Development & Scale-up Lead
Base/location	Porton Biopharma
Hours/sessions per week	37.5 hours per week
Job type	18 month fixed term

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 department carries out the manufacture of Erwinase® and Anthrax Vaccine as well as contract manufacturing projects.

The Development Group plays 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 bio therapeutics and healthcare interventions. Projects may comprise the development of research designs and/or the improvement of existing commercial processes. The Development Group is organized into 4 core teams responsible for in vitro culture processes, downstream processes, analytical method development and product development respectively.

JOB SUMMARY

The post-holder will assist senior staff in the income generating activities of the Development Group by providing technical support in the development of manufacturing processes for biopharmaceutical products within ISO 9001 laboratories.

He/she will assist in the area of Downstream Processing to projects involved in the development of processes for the manufacture of biopharmaceutical products. Tasks will include the operation of protein purification equipment, at various scales utilizing a variety of separation techniques. The post holder will have a keen interest in the area of protein purification, process development, scale-up and validation. They will be required to work in multi-disciplinary teams and contribute to the generation of experimental designs, presentation of work to internal and external customers and the preparation of scientific publications, technical reports and project proposals. The post holder will contribute to process validation and manufacture problem solving activities and will

play a supporting role in the technology transfer activities relating to the development and/or manufacture of biopharmaceutical products internally or between Porton Biopharma and its collaborators/customers.

Communication and key working relationships

Internal

- Operational managers, Project leader, Project teams, other parts of Porton Biopharma e.g. Safety, Business development, Manufacturing and Quality.

External

- Academic researchers, Scientists, Customers, Regulatory Authorities and Suppliers.

MAIN DUTIES AND RESPONSIBILITIES

1. Be accountable to the Downstream Innovation Lead/Development and Scale-up Lead for the day to day operations of the Downstream Development areas.

2. Provide scientific and technical assistance in the area of protein purification, process development, scale-up and validation to projects involved in the development of processes for the manufacture of biopharmaceutical products.

3. Maintain awareness of Porton Biopharma cGMP requirements and apply that understanding to the development of processes for new biopharmaceutical products.

4. Undertake and organise general housekeeping duties e.g rotation of stock, ordering consumables, cleaning of buffer tanks and equipment.

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

6. Prioritise day to day activities to ensure time lines are met.

7. Establish links and collaborations within and outside the organisation as necessary to benefit the project and/or department.

8. Assist in the technology transfer of information relating to the development and/or manufacture of biopharmaceutical products internally or between Porton Biopharma and its collaborators/customers.

9. Assist in the training and development of staff within the area of specialism.

10. Contribute technical and resource information to project leads to assist in the preparation of new project proposals and reports as required.

11. To ensure that work is undertaken in accordance with the organisations Code of Safety Practice and to work within any Quality Systems that are applicable to the site.

12. To attend training on Health and Safety commensurate with the role and to

maintain awareness of Porton Biopharma current safety practices.

13. To comply with all Porton Biopharma policies and procedures.

14. To perform any other duties required by the Line manager commensurate with grade.

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			
BSc in biological sciences/ biochemistry/ biotechnology/bio-medical sciences	☒	☐	C,A, I
Knowledge and experience Experience as defined by type/level (not length)			
Relevant laboratory experience with practical knowledge of protein purification, development, protein characterization and analytical methods.	☒	☐	A,I
Experience of working within a commercial scientific environment	☐	☒	A,I
Understanding of GMP and other regulatory requirements	☐	☒	A,I
Participation in multidisciplinary project teams	☐	☒	
Skills and capabilities			
Technical writing of protocols, scientific project reports	☒	☐	A,I
Working to quality/safety systems	☒	☐	A,I
Good oral and written communication skills	☒	☐	A,I
Ability to work in project teams and independently with capability to plan own and others work.	☒	☐	A,I
Delivery of project milestones to agreed timescales	☒	☐	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:…….....…