Job description

Job title	Production Technician
Directorate	Production
Pay band	CL5
Responsible to	PPC zones 5-6 Unit Supervisor
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 department carries out the manufacture of Erwinase and Anthrax Vaccine as well as contract manufacturing projects.

JOB SUMMARY

This post is part of the team within the Production Centre zones 5 and 6 responsible for duties including media and equipment preparation, sterile media filtration, Class III containment work and aseptic processing. The team is responsible for the production of pharmaceutical products, preparation of components and the operation of production equipment. Day to day tasks also include maintaining the facility via specialist cleaning procedures and monitoring environmental conditions within a cleanroom environment

Communication and key working relationships

Internal

- Manufacturing, Operational Project Management, Quality, Safety, Validation, HR, Finance, Emcor, Facilities Management

External

- Specialist Contractors, suppliers, consultants, DEFRA, BSI, Commercial customers

MAIN DUTIES AND RESPONSIBILITIES

- Be responsible to the Unit Supervisor for the day to day operations of the Unit.
- Undertake all work in accordance with the Code of Safety Practice, Quality System and all other regulatory requirements.
- Follow all Procedures, Policies, Rules, Regulations and Guidelines for all activities to ensure products meet the required standard.
- Take care and pay detailed attention to all tasks at all times. Complete documentation and records accurately and to a high standard.
- Work to cGMP ensuring the unit is maintained in a compliant state following Standard Operating Procedures (SOP's) and codes of practice. Keep updated on new rules and regulations.
- Maintain production areas to the required standard using defined cleaning procedures.
- Perform and record environmental monitoring in cGMP areas in accordance with documented procedures. Take waters samples and complete relevant documentation. Monitor and record air pressures and hot and cold facility temperatures.

PRODUCTION RESPONSIBILITIES

- Perform a wide range of routine and some non-routine technical procedures and understand the rationale behind the procedures and practices.
- Maintain and use a variety of laboratory equipment.
- Work with a range of hazardous and non-hazardous chemicals.
- Be competent in and perform aseptic techniques and to be qualified to work in a clean room environment (Class A/B) and in Containment level 3 suites.
- Work accurately with good hand eye co-ordination. Sometimes for prolonged periods of time.
- To assist in activities relating to the cGMP manufacturing of pharmaceutical products i.e. Prepare media, buffers and reagents both sterile and non-sterile. Packing and sterilisation of general and specialised equipment.

GENERAL RESPONSIBILITIES

- Work as part of a team.
- Undertake general housekeeping duties e.g. rotation of stock, preparation of cleanroom clothing, cleaning of glassware and equipment.
- Stock control of consumables. Order consumables from internal stores and external suppliers.
- Communicate effectively with a variety of staff in a range of matters. To give, receive and relay information.
- Liaise with other production areas to ensure efficient running of the Unit.
- On occasion the post holder will be requested to work overtime.

- In line with any other responsibilities, to perform any other tasks assigned by the line manager.

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			
5 GCSEs or equivalent or Prior experience in a relevant industry	√		A
NVQ3 or equivalent and prior experience		√	A
Knowledge and experience Experience as defined by type/level (not length)			
Knowledge of cGMP requirements and how to implement them		√	A/I
Accurate and clear record keeping skills.	√		A/I
Good numeracy skills	√		A/I
Organised methodical approach	√		A/I
Able to work to strict deadlines	√		A/I
Experience or working in a cleanroom or relevant industry		√	A/I
Ability to follow established written procedures.	√		A/I
Experience of working in a health care environment.		√	A/I
Working knowledge of Microsoft Office including Word and Excel.		√	A/I
Experience with the operation of specialised equipment.		√	A/I
Skills and capabilities			
Clear communicator with good writing, data entry skills ensuring accuracy	√		A/I
Ability to work effectively as part of a team	√		A/I
Problem solving 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:…….....…