Job description

Job title	QA Training Officer
PBL Directorate	Quality
Pay band	CL3
Responsible to	QA Training 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 process and analytical development, production, quality control and quality assurance roles associated with the development and manufacture of biopharmaceuticals.

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

JOB SUMMARY

- Design, develop and facilitate new training materials for document training in the QA systems and other areas using a blended approach.
- To design, develop and facilitate new novel training materials for in-house courses and modules.
- Identify and implement improvements within the training processes.
- Develop and Co-ordinate a Course Training Programme for developed training.
- Work with the QA Training Manager to monitor and audit on the job training in the workplace.

Communication and key working relationships

Internal

- All Porton Biopharma Employees

External

- External Training Providers
- External Consultants
- Regulatory Inspectors

MAIN DUTIES AND RESPONSIBILITIES

- To assist the Training Manager with the Training improvement plan.
- To assist with the development and facilitation of in-house training materials.
- To work with PBL groups to help identify role specific training needs then to develop materials using a blended range of approaches appropriate to the subject matter
- To design and develop training materials to cover the required knowledge, skills and behaviours identified through Training needs analysis.
- To produce reports relating to appropriate monitoring activities in line with any KPI requirements.
- To liaise with internal and external training providers to coordinate and run training events.
- Monitoring local trainers to ensure that they maintain high standards of engagement and performance through observational monitoring of them in action and subsequent Assist with facilitation of training eg for GMP Induction and Train the Trainer courses
- Trending and monitoring the effectiveness of Training through Training related KPIs
- Perform audit spot-checks of SOPs ensure appropriateness of the level against the revisions
- Act as admin support for, preparing and identification of actions linked to the GMP Compliance Training Council
- Attending meetings to maintain the profile of Training Department and its ability to work with local teams
- To support continuous improvement of the training system and related documentation.
- 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 behaviours & values, 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.
- It should be noted that the work of the division is of a confidential nature and must not be communicated to other persons except where required for authorised purposes.

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			
Degree in Biological Sciences or related subject or equivalent or significant experience at equivalent level	x		C/A
Post-graduate degree and / or equivalent or significant experience related to training (e.g. PGCE)		X	C/A
Knowledge and experience Experience as defined by type/level (not length)			
Previous experience Developing and Facilitation Learning materials across a spectrum of media (including eLearning*).	X	X*	AI
Working knowledge of Learning EQMS (*Master Control Training Module)	X	X*	AI
Specific experience of working within a biopharmaceutical regulated environment		X	AI
Experience in the training and development of others	X		AI
Knowledge of data security and confidentiality issues	X		AI
Ability to analyse complex training issues where material is conflicting and drawn from multiple sources.	x		AI
Skills and capabilities			
Well-developed communication skills Teamwork and showing respect for others	X		AI
Delivery of schedules	X		AI
To Have a Quality focus	X		AI

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	X		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:…….....…