Job description

Job title	Production Office Supervisor
Directorate	Production
Career Level	4
Responsible to	Unit Manager, Seed Production Unit
Base/location	FPP, 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 Seed Production Unit is a GMP facility based at the Fermentation Process Plant (FPP) involved in the manufacture of therapeutic production which are licensed and marketed for worldwide distribution.

JOB SUMMARY

The Production Office Supervisor will manage a small team based at the FPP. They will be responsible for all GMP documentation, electronic systems and stock control for three manufacturing areas.

Communication and key working relationships

Internal

- Seed Room and Support Team Supervisors
- Process Hall and B20 Management Team
- Pharm Stores
- Validation
- Quality Assurance
- Quality Control

External

- External Suppliers
- Public Health England
- Regulatory bodies

MAIN DUTIES AND RESPONSIBILITIES

- Management of a small team, carrying out monthly 1:1 reviews, annual appraisals, and daily tasks
- Collection, preparation and review all GMP documents used during activities
- Administration of electronic systems
- Ordering, receipt and management of temperature controlled and general stock used in the manufacturing facilities
- Ensure all staff are suitably trained to enable them to carry out their duties in a compliant manner
- Undertake work in accordance with PBL Health and Safety policies and maintain compliance within site wide Quality systems as appropriate
- Perform any other tasks as required by the role or the Unit 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
Eligibility			
Current & Valid Right to work in the UK	☒	☐	A,I
Qualification			
GCSE Mathematics, English, Science	☒	☐	A/C
Educated to minimum NVQ level 2 in a relevant subject or equivalent qualification or a minimum of two years GMP production experience	☒	☐	A/I
Knowledge and experience Experience as defined by type/level (not length)			
Experience and knowledge of a GMP facility	☒	☐	A/I
Supervisory/management experience or qualification	☐	☒	A/C
Experience in training staff	☐	☒	A/I
Experience working to GDP and reviewing documents	☒	☐	A/I
Stock control	☐	☒	A/I
Skills and capabilities			
Strong interpersonal skills	☒	☐	A/I
Strong writing, data entry and accuracy skills	☒	☐	A/I
Ability to problem solve	☐	☒	A/I
[Ability to work to tight deadlines	☒	☐	A/I
Work proactively and assign workloads	☒	☐	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:…….....…