

## Job description

<b>Job title</b>	Production Office Supervisor
<b>Directorate</b>	Production
<b>Career Level</b>	4
<b>Responsible to</b>	Unit Manager, Seed Production Unit
<b>Base/location</b>	FPP, Porton Down
<b>Hours/sessions per week</b>	37.5
<b>Job type</b>	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<sup>®</sup> 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
<b>Qualification</b>			
GCSE Mathematics, English, Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/C
Educated to minimum NVQ level 2 in a relevant subject or equivalent qualification or a minimum of two years GMP production experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
<b>Knowledge and experience</b> Experience as defined by type/level (not length)			
Experience and knowledge of a GMP facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Supervisory/management experience or qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/C
Experience in training staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Experience working to GDP and reviewing documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Stock control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
<b>Skills and capabilities</b>			
Strong interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Strong writing, data entry and accuracy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Ability to problem solve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
[Ability to work to tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Work proactively and assign workloads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
<b>Equality and diversity</b>			
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	<input checked="" type="checkbox"/>		I
<b>*Assessment will take place with reference to the following information</b>			
<b>A = Application form</b>	<b>I = Interview</b>	<b>C = Certificate</b>	<b>T = Test</b>

Job description agreed with the post holder:

Employee signature: ..... Date:.....

Print name:.....

Manager's signature:..... Date:.....

Print name:.....