

Job description

Job title	Electrical Controls and Instrumentation Technician
Directorate	Engineering
Career Level	4
Responsible to	FPP Maintenance Manager
Base/location	FPP
Hours/sessions per week	40
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.

Being based at the FPP you will be an integral part of a small multi skilled engineering team that support the fermentation process of Erwinase[®]

JOB SUMMARY

The main role of the Electrical controls and instrumentation Technician is to perform maintenance and installation on PBL equipment and utilities. This role involves interfacing with equipment/system owners, the principle maintenance contractor, capital project managers and the Quality Departments to ensure compliance is maintained with current Good Manufacturing Practice. You will be required to be part of an existing maintenance team that covers a shift pattern, covering the periods of 06.00 – 14.00, 08.00-17.00 or 14.00 – 22.00 and be placed on a callout rota to support the out of hours shift engineers.

Working within the Engineering team you will undertake all aspects of electrical controls and instrumentation maintenance on process fermentation vessels, centrifuges, CIP skids, Effluent treatment plant along with the site utilities of clean steam, plant steam, purified water and Data acquisition systems. Tasks to be undertaken will be varied from full annual servicing to routine daily checks.

Working as part of a multi skilled team you will be ensuring all PBL production equipment and utilities are maintained at all times. You will become a valued member of the GMP engineering team working to minimize disruption to manufacturing activities reducing downtime and improving equipment reliability.

Communication and key working relationships

Internal

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

External

Contractors, Suppliers, Auditors

MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the troubleshooting on critical control and automated equipment to ensure the smooth operation of production to minimise production down time
- Instigate and manage small improvement projects, in particular those relating to control and automation systems.
- Maintaining PBL equipment and utilities
- Working with Engineering, Production and QA to troubleshoot critical failures of eqpt or utilities.
- Working within the confines of the PBL permit to work system
- Conducting daily maintenance tasks
- Completing all paperwork as required to meet GMP standards
- Looking after contractors when on site and ensuring they are operating according to the RAMS provided
- To perform any other duties required by the Line manager commensurate with grade.
- 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 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.

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			
City & Guilds 18 th Edition Electrical qualification or equivalent qualification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Industry recognised qualification in controls and instrumentation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Knowledge and experience Experience as defined by type/level (not length)			
Experience with Electrical Controls and instrumentation within a regulated environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience with Automation and Data Acquisition systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working within quality systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of working in a Cleanroom environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Knowledge of Engineering H&S Legislation and its application to maintenance operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Skills and capabilities			
Good organisational skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proven ability for fault investigation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accurate and clear record keeping skills.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Good communication skills and the ability to establish and maintain effective working relationships.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Be proactive and able to work on your own or as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to follow written procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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:.....