Job description

Job title	Quality Control Technician
Directorate	Quality
Career Level	5
Responsible to	First Line Manager
Base/location	Porton
Hours/sessions per week	37.5 hours per week
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.

The Biological Technical Services Group within Quality Control at Porton Down provides a specialist ACDP level 2 and 3 containment testing service. Both microbiological and bioassay testing is performed for products manufactured by the production and product development group

JOB SUMMARY

The post holder will support the work being performed within the QC Biological Technical Services Group (BTSG) by maintaining a clean environment and stocking essential laboratory supplies. Simple microbiology laboratory testing will be carried out after training and post holder will assist with complex specialist testing within our facilities.

The post holder will be required to maintain the highest standards of data integrity.

Communication and key working relationships

Internal

- Line manager and other QC managers
- QC staff

- Production staff
- Biological Investigation Group staff
- Other staff in different departments

External

- Specialist scientific product suppliers
- Customers
- Couriers
- NIBSC
- FDA
- MHRA
- PHE
- HSE

MAIN DUTIES AND RESPONSIBILITIES

- Perform routine microbiological tests to support Porton Biopharma's development and production programmes.
- Support the team by assisting with tasks working at ACDP containment level 2 and 3.
- Collect, collate and report routine data and information. Provide data and information to assessments, analyses and interpretation of project tasks.
- To maintain an up to date awareness of regulatory and scientific advances by attending training courses or meetings that contribute to the efficiency and effectiveness of staff training and working practices that are beneficial to the post holders development.
- To maintain stocks of laboratory supplies essential for the operation of QC BTSG.
- To ensure the environment in the QC BTSG laboratories are maintained to GMP standards
- In line with overall responsibilities, to perform any other tasks assigned, or objectives set, by the line manager.
- To undertake all work in accordance with Porton Down Code of Safety Practice and Quality Systems
- To comply with all Porton Biopharma Limited policies and procedures

Other

Successful applicants must either hold, or be capable of obtaining, a UK government security clearance at SC level. To obtain clearance at this level you must have been resident in the UK for the last five years, and not lived abroad for more than six months out of the last twelve.

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			
GSCEs or equivalent in Mathematics, English, and Science	☒	☐	A, C
BSc in relevant biological science or equivalent experience	☐	☒	A, C
Knowledge and experience Experience as defined by type/level (not length)			
Experience of laboratory work	☐	☒	A, I
Experience of using computer programs such as Microsoft Office	☒	☐	A, I
Experience of following written procedures	☐	☒	A, I
Record of accurately recording results to a high standard	☒	☐	A, I
Experience of working in a regulated environment (GxP, ISO or similar)	☐	☒	A, I
Experience of working in teams. Experience of working individually to a deadline and planning own work	☐	☒	A, I
Awareness of Health and Safety	☒	☐	A, I
Skills and capabilities			
Attention to detail, methodical and well organised	☒	☐	A, I
Ability to work early mornings, evenings and weekends to ensure the success of a project	☒	☐	A, I
Capable of holding UK Security Clearance	☒	☐	A, I
Good communication skills	☒	☐	A, I
Eligibility			
Right to work in the UK	☒	☐	A, I
Fluent in English	☒	☐	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: …….....…