



Job description

Job title	Apprentice Production Technician
Directorate	Production
Career Level	05
Responsible to	Training Co-Ordinator
Base/location	Porton Down
Hours/sessions per week	37.5 (20% study time, day release)
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.

JOB SUMMARY

To support pharmaceutical production areas with their day to day activities. Day to day tasks include maintaining the facility via specialist cleaning procedures and monitoring environmental conditions within a cleanroom environment

The teams are responsible for the production of pharmaceutical products, preparation of equipment and media, sterile media filtrations, aseptic processing and the operation of production equipment.

Communication and key working relationships

Internal

- Manufacturing Teams, Quality Assurance Compliance Officers, Quality Control Staff Safety, Validation, HR, Finance,

External

- Regulatory Inspectors
- PBL customers, contractors and suppliers.
- Apprenticeship Tutors and Assessors from Wiltshire College

MAIN DUTIES AND RESPONSIBILITIES

- Be responsible to the Unit Supervisor for the day to day operations of the Unit.
- Undertake all work in accordance with the Code of Safety Practice, Quality System and all other regulatory requirements.
- Follow all Procedures, Policies, Rules, Regulations and Guidelines for all activities to ensure products meet the required standard.
- Take care and pay detailed attention to all tasks at all times. Complete documentation and records accurately and to a high standard.
- Work to cGMP ensuring the unit is maintained in a compliant state following Standard Operating Procedures (SOP's) and codes of practice. Keep updated on new rules and regulations.
- Maintain production areas to the required standard using defined cleaning procedures.
- Perform and record environmental monitoring in cGMP areas in accordance with documented procedures. Take waters samples and complete relevant documentation. Monitor and record air pressures and hot and cold facility temperatures.
- **PRODUCTION RESPONSIBILITIES**
 - Perform a wide range of routine and some non-routine technical procedures and understand the rationale behind the procedures and practices.
 - Maintain and use a variety of laboratory equipment.
 - Work with a range of hazardous and non-hazardous chemicals.
 - Be competent in and perform aseptic techniques and to be qualified to work in a clean room environment (Class A/B)
 - Work accurately with good hand eye co-ordination. Sometimes for prolonged periods of time.
 - To assist in activities relating to the cGMP manufacturing of pharmaceutical products ie Prepare media, buffers and reagents both sterile and non-sterile. Packing and sterilisation of general and specialised equipment.
- **GENERAL RESPONSIBILITIES**
 - Work as part of a team.
 - Undertake general housekeeping duties e.g. rotation of stock, preparation of cleanroom clothing, cleaning of glassware and equipment.
 - Stock control of consumables. Order consumables from internal stores and external suppliers.
 - Communicate effectively with a variety of staff in a range of matters. To give, receive and relay information.
 - Liaise with other PBL departments to ensure efficient running of the Unit.

- In line with any other responsibilities, to perform any other tasks assigned by the line 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.

Due to the nature of the work carried out at Porton Biopharma Ltd we are only accepting applications from persons aged 18 and over.

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			
Due to the nature of the work carried out at Porton Biopharma Ltd we are only accepting applications from persons aged 18 and over.	√		C
5 GCSEs or equivalent	√		A
Knowledge and experience Experience as defined by type/level (not length)			
Accurate and clear record keeping skills.	√		A/I
Good numeracy skills	√		A/I
Organised methodical approach	√		A/I
Able to work to strict deadlines	√		A/I
Ability to follow established written procedures.	√		A/I
Working knowledge of Microsoft Office including Word and Excel.		√	A/I
Experience with the operation of equipment.		√	A/I
Skills and capabilities			
Clear communicator with good writing, data entry skills ensuring accuracy	√		A/I
Ability to work effectively as part of a team	√		A/I
Problem solving skills		√	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:.....