Job description

Job title	Production technician
Directorate	Production
Career Level	5
Responsible to	Unit supervisor
Base/location	Immuno
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 department carries out the manufacture of Erwinase and Anthrax Vaccine as well as contract manufacturing projects.

The post is located within the Immuno Manufacturing unit. The role of production Technician will be directly responsible for the manufacture of the UK's only Anthrax Vaccine.

JOB SUMMARY

This post is part of a team within the Immuno Manufacturing unit. The unit is an MHRA licenced facility consisting of several GMP cleanrooms. The successful applicant will be directly responsible for the manufacture of the UK's only Anthrax Vaccine.

Day to day tasks will also include preparation of reagents and equipment as well as cleaning and maintaining the facility to the high standards required for the production of pharmaceutical product.

Communication and key working relationships

Internal

- Production
- Quality
- Safety
- Validation
- HR
- Engineering

External

- Contractors
- Suppliers
- Consultants

MAIN DUTIES AND RESPONSIBILITIES

- Perform a range of routine Production and some non-routine technical procedures and understand the rationale behind the procedures and practices.

- Undertake all work in accordance with PBL's Code of Safety Practice, Quality System and all other regulatory requirements.

- Follow defined procedures, policies, rules, regulations and guidelines for all activities to ensure product meets the required standard.

- Generate and review documentation with regard to Risk Assessments and cGMP to ensure compliance of the unit with all necessary regulations.

- Work diligently at all times. Complete documentation and records accurately and to a high standard.

- Ensure the unit is maintained in a compliant state. Work to cGMP following Standard Operating Procedures (SOPs) 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 and water sampling in cGMP areas in accordance with documented procedures. Monitor and record air pressures and hot and cold facility temperatures.

- Analyse information and make decisions based on assessment.

- Assist validation department with validation protocols on equipment.

- 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.

- Be qualified to work in a clean room environment and in containment level 3 suites.

- Work accurately and with good hand eye co-ordination, sometimes for prolonged periods of time.

- Operate autoclaves and sterilising ovens and have an appropriate level of understanding to review cycle data as a senior operator.

PORTON BIOPHARMA

Person specification

Description	Essential	Desirable	Assessment
Qualification			
GCSE (grades A – C) in Maths, English and Science or relevant experience	☒	☐	A
Two A levels or equivalent or prior experience in a relevant industry	☐	☒	A
NVQ3 or equivalent and prior experience or HND	☐	☒	A
Knowledge and experience Experience as defined by type/level (not length)			
Prior experience of working to GMP	☐	☒	A/I
Experience of working in a cleanroom environment or relevant industry	☐	☒	A/I
Skills and capabilities			
Knowledge of cGMP requirements and how to implement them	☐	☒	A/I
Accurate and clear record keeping	☒	☐	A/I
Good numeracy skills	☒	☐	A/I
Organised, methodical approach	☒	☐	A/I
Ability to follow established written procedures	☒	☐	A/I
Able to work under pressure to strict timelines	☒	☐	A/I
Ability to lead by example	☒	☐	A/I
Good communication and interpersonal skills	☒	☐	A/I
Able to work effectively as part of a team	☒	☐	A/I
Excellent organization skills	☒	☐	A/I
Experience with operation and adjustment of specialised equipment	☐	☒	A/I
Understanding of various relevant regulatory requirements	☐	☒	A/I
Understanding / Knowledge of cleanroom and GMP procedures	☐	☒	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**			

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.

Job description agreed with the post holder:

Employee signature: …….. Date:……

Print name:…….....

Manager's signature:…….. Date:……

Print name:…….....…