

Job description

Job title	Senior Production Technician
Directorate	Production
Career Level	Career level 5
Responsible to	Seed Unit Supervisor
Base/location	Seed Production Unit FPP
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 Company carries out the manufacture of Erwinase® and Anthrax Vaccine as well as contract manufacturing projects.

The Senior Production Technician post is located within the Seed Production Unit at the Fermentation Processing Plant (FPP). The facilities are FDA and MHRA licensed GMP manufacturing units which produce a number of healthcare products.

JOB SUMMARY

The post holder will report to the Seed Room Supervisor. They will support the Seed Room Supervisor by ensuring manufacturing operations are performed in a timely and compliant manner to cGMP requirements. This role will involve undertaking a range of tasks, from preparation and use of operational equipment, seed culture manufacture, preparation of production medium, completion and review of Quality documentation, routine cleaning and environmental monitoring. Full training will be given where required, some cross training between units is required.

COMMUNICATION AND KEY WORKING RELATIONSHIPS

Internal

- Production.
- Quality Assurance
- Quality Control
- Engineering

External

- Suppliers

MAIN DUTIES AND RESPONSIBILITIES

- To carry out duties involved in the manufacture of biopharmaceuticals to cGMP and ISO9001 requirements as directed.
- To undertake all necessary training to enable to post holder to carry out their duties to the required standard.
- To undertake work in accordance with PBL Health and Safety policies and procedures and to work within all Quality Systems applicable to the site.
- To comply with all PBL policies and procedures.
- In line with overall responsibilities, to perform any other tasks assigned or objectives set 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.

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			
GCSE Mathematics, English & Science.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/C
Educated to minimum of NVQ 2 level in a relevant subject or equivalent level of qualification or significant equivalent previous proven experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/C
Knowledge and experience Experience as defined by type/level (not length)			
Work in a manufacturing environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Worked within a Quality system. eg. cGMP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Previous experience of working in an administrative environment using computerised data systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Skills and capabilities			
Clear communicator with good writing, data entry and telephone skills ensuring accuracy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Ability to work effectively as part of a team.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Flexible approach to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Problem solving skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Be proactive and able to work on own initiative, organising and prioritising own workload to set deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>		I
* Assessment will take place with reference to the following information			
A = Application form I = Interview C = Certificate T = Test			
Description	Essential	Desirable	Assessment
Eligibility			
Right to work in the UK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A good standard of written and spoken English Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Job description agreed with the post holder:

Employee signature: Date:.....

Print name:.....

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

Print name:.....