

## Job description

<b>Job title</b>	Senior Production Technician - FPP
<b>Directorate</b>	Production
<b>Career Level</b>	5
<b>Responsible to</b>	Production Supervisor
<b>Base/location</b>	PORTON/Fermentation Process Plant
<b>Hours/sessions per week</b>	39.4
<b>Job type</b>	Permanent

### INTRODUCTION

Porton Biopharma, Porton Down has approximately 380 staff, performing a range of process and analytical development, production, quality control and quality assurance roles associated with the development and manufacture of biopharmaceuticals. The company carries out the manufacture of Erwinase and Anthrax Vaccine, as well as contract manufacturing projects.

This is a shift working role, working a 24-hour 7-day Rota, which will attract a salary enhancement once appointed. This Senior Production Technician post is located at Porton Down in the Fermentation Process Plant (FPP) current Good Manufacturing Practice (cGMP) pharmaceutical manufacturing facility. This facility produces therapeutic products by bacterial fermentation followed by initial phase downstream processing.

### JOB SUMMARY

To work as a member of a team involved in the fermentation and recovery operations of the Erwinase manufacturing process, working within cGMP/ISO 9001 Quality Systems.

### 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 GMP and ISO 9001 requirements as directed.
- Ensure that the facility is maintained in a compliant state and that the product/materials are manufactured to appropriate regulatory requirements.
- To undertake all necessary training to enable the post holder to carry out his/her duties to the required standard.
- To undertake work in accordance with PBL Health and Safety Policies and procedures and to work within any Quality systems that are appropriate to the site.
- To comply with all PBL policies and procedures.
- 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.

## **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
<b>Eligibility</b>			
Right to work in the UK. Due to the specific nature of the FFP environment preference will be given to UK passport holders	<input type="checkbox"/>	<input type="checkbox"/>	A/I
A good standard of written and spoken English Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
<b>Qualification</b>			
GCSE Mathematics, English & Science or equivalent qualification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I/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/I/C
<b>Knowledge and experience</b> 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. e.g. cGMP, ISO.	<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
<b>Skills and capabilities</b>			
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 checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Flexible approach to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Problem solving skills.	<input type="checkbox"/>	<input checked="" 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
<b>Equality and diversity</b>			
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
<b>*Assessment will take place with reference to the following information</b>			
<b>A = Application form</b>	<b>I = Interview</b>	<b>C = Certificate</b>	<b>T = Test</b>

Job description agreed with the post holder:

Employee signature: ..... Date:.....

Print name:.....

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

Print name:.....