

## Job description

<b>Job title</b>	Calibration Technician
<b>Directorate</b>	Engineering
<b>Career Level</b>	4
<b>Responsible to</b>	Instrumentation Manager

### INTRODUCTION

Porton Biopharma Ltd, Porton Down has approximately 400 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<sup>®</sup> and Anthrax Vaccine as well as contract manufacturing projects.

The PBL Engineering group is responsible for provision of all engineering support within the highly regulated GMP Facilities at PBL Porton Down. This structure includes engineering functions provided by professional engineers specialising in clean rooms, GMP critical utilities, production equipment, pharmaceutical facilities, and capital works delivery.

### JOB SUMMARY

The main role of the Calibration Technician is to perform installation, maintenance, calibration, performance testing and thermal mapping of all instrumentation/equipment within PBL.

This role involves interfacing with equipment/system owners, the principle maintenance contractor, capital project managers and the Quality Departments to ensure compliance is maintained with current Good Manufacturing Practice.

The work is split between the Main Site and the Fermentation Pilot Plant (FPP).

You 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.

### Communication and key working relationships

#### Internal

- Calibration Supervisor
- Manufacturing
- Principal Maintenance Contractor
- Validation
- Quality

- Safety

### External

- Specialist Contractors
- Suppliers
- Consultants

### **MAIN DUTIES AND RESPONSIBILITIES**

- To routinely install, maintain and calibrate instruments used within PBL's facilities.
- To assist with the preparation and execution of calibration and validation protocols.
- To routinely back up data from electronic monitoring systems.
- To routinely performance test HVAC systems, Microbiological Safety Cabinets, Laminar Flow systems and other instruments/equipment used within PBL facilities.
- To carry out the thermal mapping of autoclaves within the PBL facilities.
- To ensure test data is accurately recorded and the records maintained.
- To provide oral and written reports on activities when required.
- To liaise with cGMP/Production staff and develop and maintain an ongoing relationship, to ensure critical calibration issues are addressed in a timely manner.
- To raise and follow through deviation and failure investigations and generate associated reports.
- To perform any other duties required by the Line manager commensurate with grade.
- To undertake work in accordance with the PBL's Health and Safety policies and procedures and to work within any Quality Systems that are applicable to the site to comply with all PBL policies and procedures.

### **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

	Essential	Desirable
<b>Eligibility</b>		
Current, valid Right to Work in the UK	<input checked="" type="checkbox"/>	
A good standard of written and spoken English Language	<input checked="" type="checkbox"/>	
<b>Qualification</b>		
Educated to BTEC level in relevant subject or equivalent level qualification/apprentice, or significant experience of working at a similar level in specialist area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Knowledge and experience</b> Experience as defined by type/level (not length)		
Extensive practical experience in the calibration of instrumentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practical experience in compliance testing of cabinets and filters.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working within the Pharmaceutical Industry.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understanding and ability to comply with Good Manufacturing Practice.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of Engineering H&S Legislation and its application to calibration and testing operations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience in writing reports relating to the calibration / testing of instruments and equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of regulatory audits.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Skills and capabilities</b>		
Able to work effectively as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good organisational skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven ability for fault investigation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accurate and clear record keeping skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good numeracy skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operation and adjustment of specialised calibration and testing equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diplomatic and tactful approach to colleagues and good communication skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<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"/>	

Job description agreed with the post holder:

Employee Name:	Date:
Employee Signature:	

Manger Name:	Date:
Manager Signature:	