

## Job description

<b>Job title</b>	Pharm Stores Assistant
<b>Directorate</b>	Project Management and Logistics
<b>Career Level</b>	Band 5
<b>Responsible to</b>	Pharm Stores Unit 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.

**Post is business critical to maintain the agreed compliment of staff needed within Pharm Stores to ensure it operates effectively and expediently to the needs of Production to support the GMP manufacturing campaigns. The risk of not filling this post is reduced service delivery and delays within Pharm Stores leading to problems for Production.**

### JOB SUMMARY

To assist the Pharm Stores Team Leader in the supply and management of controlled pharmaceutical materials for the use in the manufacture processes, within Development & Production at Porton.

### Communication and key working relationships

#### Internal

- Internal Customers, Manufacturing, Quality, Safety, Validation, Emcor

#### External

- Couriers / Delivery Drivers / External Suppliers

## **MAIN DUTIES AND RESPONSIBILITIES**

### **QUALITY RESPONSIBILITIES**

1. Be responsible to the Unit Manager for your day to day activities.
2. Undertake all work in accordance with the Code of Safety Practice, Quality System and all other regulatory requirements.
3. Follow all Procedures, Policies, Rules, Regulations and Guidelines for all activities to ensure products meet the required standard.
4. Take care and pay detailed attention to all tasks at all times. Complete documentation and records accurately and to a high standard.
5. 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.
6. Maintain Stores areas to the required standard using defined cleaning procedures.

### **PRODUCTION RESPONSIBILITIES**

1. Perform a wide range of routine and some non-routine technical procedures and understand the rationale behind the procedures and practices.
2. To be conversant with all the requirements for the operation of the Pharmaceutical Stores, with particular regard to the demands of GMP, Risk Assessments and general safety regulations.
3. To assist in the receipt, dispensing, sampling, supply and processing of all raw materials.
4. Perform general housekeeping and cleaning duties within the Pharmaceutical Stores.

### **GENERAL RESPONSIBILITIES**

1. The Unit operates a team working environment which requires all members to be flexible in their responsibilities and tasks.
2. Communicate effectively with a variety of staff in a range of matters. To give, receive and relay information.
3. Liaise with other production areas to ensure efficient running of the Unit.
4. 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

	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>		
GCSE (Grades A-C) in Maths, English & Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Educated to NVQ 2 level in a relevant subject or equivalent level of qualification or significant equivalent experience (e.g. Warehousing & Storage)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Knowledge and experience</b> Experience as defined by type/level (not length)		
Knowledge of cGMP requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accurate and clear record keeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to work to strict deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working in a stores/warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Organised methodical approach	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Skills and capabilities</b>		
Clear communicator with good writing and data entry skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work effectively as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working knowledge of MS Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to follow written procedures	<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:	