

Job description

Job title	QC First Line Manager
Directorate	Quality
Career Level	3
Responsible to	QC Analytical 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[®] and Anthrax Vaccine as well as contract manufacturing projects.

Analytical Quality Control Laboratory

The Analytical Quality Control Laboratory is responsible for provision of analytical chemistry services to support quality control testing of Biopharmaceutical products, raw materials and water systems. A stability study programme is also maintained to meet regulatory requirements for marketed products.

JOB SUMMARY

To lead and manage a specialist GMP analytical chemistry/biochemistry laboratory to provide compliant testing of licensed pharmaceutical products.

Communication and key working relationships

Internal

- Analytical QC Manager
- Biological Services Manager
- Stability Manager
- Director of Quality
- Head of Validation Services
- Analytical QC team: - Senior Analysts, Analysts, Technicians
- Director of Production
- Production team
- QPs
- QA Documentation team, non-conformance team, batch release team

External

- Contract test laboratories
- Customers
- Suppliers

MAIN DUTIES AND RESPONSIBILITIES

- To operate the QC Analytical Services Laboratory in compliance with Porton Biopharma's safety policy and cGMP.
- To manage and lead the QC Analytical Services Laboratory and to meet manufacturing deadlines.
- Responsible for staff recruitment, appraisals and management to 'Policies and Procedures' documents. Planning of staff work schedules, resource management and costing work programmes.
- Utilising technical skills to validate specialised chemical and biochemical tests procedures to internationally recognised regulatory guidelines. Conduct problem solving investigations to resolve issues affecting Pharmaceutical manufacture.
- Train staff within the QC Analytical Services Department in laboratory techniques and Quality Management Systems to GMP requirements. Assist staff within QC Analytical Services Department with their ongoing development to aid their career and personal progression.
- Work with project teams and represent QC on these to contribute to the success of these business centres by delivering the required Analytical knowledge and services.
- Play a lead role with both internal and external customers. Present the department and its operation to Regulatory Inspectors representing their respective national bodies.
- Maintain an up to date awareness of regulatory and scientific developments via approved training courses and meetings that will contribute to the efficiency and effectiveness of laboratory working practices and aid personal development.
- To ensure that clinical pharmaceutical products are tested from raw materials and in-process samples to finished products to demonstrate that they meet the specification prior to each batch release for administration to patients.
- Ensure the stability program is successfully executed.
- Maintain a programme of constant improvement.
- Expenditure to financial limits.
- Sign off authority for Pharmaceutical batch release tests
- Review and approval of SOPs, Protocols and Risk Assessments.
- Host audits both from internal and external parties
- Write and review OOS investigations and deviation reports.

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
Eligibility		
Current, valid 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"/>
Qualification		
Degree or equivalent in Chemistry, Biochemistry or related discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Further degree in Chemistry, Biochemistry or related discipline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional membership of a relevant society e.g. Royal Society of Chemistry	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge and experience Experience as defined by type/level (not length)		
Extensive experience in a relevant industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Significant experience of working to GMP or other similar quality standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive practical knowledge of a broad range of analytical and/or biochemical techniques within a laboratory environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Significant experience of laboratory safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Significant management experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Significant experience of writing/reviewing controlled documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of other discipline (Biochemistry or Chemistry)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Validation of analytical methods and stability studies to ICH Q1 and Q2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of ICH Q3, Q5, Q6 & Q10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of hosting regulatory audits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of continuous improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in communications and stakeholder management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills and capabilities		
Clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of success in efficient and effective project and programme management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills for communication on complex matters and difficult situations, requiring persuasion and influence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage a large team in an effective manner, prioritise workload and demonstrate progress.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend an appropriate course of action to address the issues including statistical analysis and trending.		
Problem solving skills and the ability to respond to sudden unexpected demands. Experience of performing root cause analysis and writing compliance documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience using Quality Management Systems in the Pharmaceutical industry.		
Extensive experience of developing analytical methods, method transfer and validation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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"/>	

Job description agreed with the post holder:

Employee Name:	Date:
Employee Signature:	

Manger Name:	Date:
Manager Signature:	