

## Job description

<b>Job title</b>	QC Technician
<b>Division</b>	Quality – Biological Services
<b>Career Level</b>	5
<b>Responsible to</b>	QC BTSG First line manager

### INTRODUCTION

Porton Biopharma Ltd, Porton Down is a medium sized company 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 Biological Technical Services Group within Quality Control at Porton Down provides a specialist ACDP level 2 and 3 containment testing service. Both microbiological and bioassay testing is performed for products manufactured by the production and product development group.

### JOB SUMMARY

The post holder will support the work being performed within the QC Biological Technical Services Group (BTSG) by maintaining a clean environment and stocking essential laboratory supplies. Simple microbiology laboratory testing will be carried out after training and post holder will assist with complex specialist testing within our facilities.

The post holder will be required to maintain the highest standards of data integrity.

### Communication and key working relationships

#### Internal

- Line manager and other QC managers
- QC Staff
- Production staff
- Biological Investigation Group staff
- Other staff in different departments

## External

- Specialist scientific product suppliers
- Customers
- Couriers
- NIBSC
- MHRA
- PHE
- HSE

## **MAIN DUTIES AND RESPONSIBILITIES**

- Perform routine microbiological tests to support Porton Biopharma's development and production programmes.
- Support the team by assisting with tasks working at ACDP containment level 2 and 3.
- Collect, collate and report routine data and information. Provide data and information to assessments, analyses and interpretation of project tasks.
- To maintain an up to date awareness of regulatory and scientific advances by attending training courses or meetings that contribute to the efficiency and effectiveness of staff training and working practices that are beneficial to the post holder's development.
- To maintain stocks of laboratory supplies essential for the operation of QC BTSG.
- To ensure the environment in the QC BTSG laboratories are maintained to GMP standards
- In line with overall responsibilities, to perform any other tasks assigned, or objectives set, by the line manager.
- To undertake all work in accordance with Porton Down Code of Safety Practice and Quality Systems
- To comply with all Porton Biopharma Limited policies and procedures

## **Other**

Successful applicants 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.

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.

You should adhere PBL values and behaviors:

- Passion
- Respect
- Integrity
- Diligence
- Excellence in Execution (E<sup>2</sup>)

# 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>		
GCSEs or equivalent in Mathematics, English, and Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BSc in relevant biological science or equivalent experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Knowledge and experience</b> Experience as defined by type/level (not length)		
Experience of laboratory work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of using computer programs such as Microsoft Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of following written procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Record of accurately recording results to a high standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working in a regulated environment (GxP, ISO or similar)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working in teams. Experience of working individually to a deadline and planning own work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Awareness of Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Skills and capabilities</b>		
Attention to detail, methodical and well organised	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work early mornings, evenings and weekends to ensure the success of a project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Capable of holding UK Security Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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:	

Manager Name:	Date:
Manager Signature:	