

Job description

Job title	Senior Production Technician (Seed)
Division	Production
Career Level	5
Responsible to	Unit Manager – Seed Production Unit and B20 Fermentation Facility

INTRODUCTION

Porton Biopharma Ltd, Porton Down is a medium sized life-science company performing a range development and manufacturing roles for biopharmaceuticals. This also includes all associated support functions from logistics through to engineering, quality control / quality assurance, regulatory affairs and management. The Company manufactures two licensed products, Erwinase[®] and the UK's Anthrax Vaccine as well as providing R&D services for product development.

The Senior Production Technician post is located at the Fermentation Process Plant (FPP) at Porton Down. The FPP is an FDA and MHRA licensed GMP manufacturing facility which produces therapeutic products by bacterial fermentation, then extracts the active ingredient from the fermentation by initial phase downstream processing

JOB SUMMARY

The post holder will report to the Seed Unit Supervisor. They will support the Seed Unit Supervisor by ensuring manufacturing operations are performed in a timely and compliant manner to cGMP requirements. This role will involve undertaking a range of tasks, including preparation and use of operational equipment, seed culture manufacture, preparation of production medium, completion and review of Quality documentation, routine cleaning and environmental monitoring. Full training will be given where required, some cross training between units is required.

Communication and key working relationships

Internal

- Production
- QA
- QC
- Engineering

External

- Suppliers

MAIN DUTIES AND RESPONSIBILITIES

- To manufacture seed cultures and supporting media to GMP and internal requirements
- To maintain and monitor the Seed Production Unit
- To carry out duties involved in the manufacture of biopharmaceuticals to cGMP and ISO9001 requirements as directed.
- To undertake all necessary training to enable to post holder to carry out their duties to the required standard.
- To undertake work in accordance with PBL Health and Safety policies and procedures and to work within all Quality Systems applicable to the site.
- To comply with all PBL policies and procedures.
- In line with overall responsibilities, to perform any other tasks assigned or objectives set 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.

Applicants must hold or be capable of obtaining a UK government security clearance at SC level.

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 (E²)

Person specification

	Essential	Desirable
Eligibility		
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"/>	
Qualification		
GCSE Maths, English and Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Educated to minimum of NVQ 2 level in a relevant subject or equivalent level of qualification or significant equivalent previous proven experience.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge and experience Experience as defined by type/level (not length)		
Work in a manufacturing environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worked within a Quality system. eg. cGMP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous experience of working in an administrative environment using computerised data systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills and capabilities		
Clear communicator with good writing, data entry and telephone skills ensuring accuracy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work effectively as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flexible approach to work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Problem solving skills.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Be proactive and able to work on own initiative, organising and prioritising own workload to set deadlines	<input checked="" type="checkbox"/>	<input 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:	

Manager Name:	Date:
Manager Signature:	