Job description

Job title	Production Technician
Division	Production
Career Level	5
Responsible to	Unit Manager

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 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 successful candidate will assist the FPP Support Team with the routine tasks that are performed within the process hall including cleaning, environmental monitoring, water sampling, calibration checks, ordering and maintaining supplies of consumables. Some driving will be required to ensure delivery of samples and good communication with other members of staff.

This role can be taken as a part-time or full-time position; however this must include Saturday and Sunday working.

Successful applicants must either hold, or be capable of obtaining, a UK government security clearance at SC level.

Communication and key working relationships

Internal

- Production Management
- Support Team

MAIN DUTIES AND RESPONSIBILITIES

- Specialist cleaning of the manufacturing areas and peripheries.
- Assist with Environmental Monitoring of the FPP Main Process Hall and B20.
- Assist with the water sampling of the FPP Main Process Hall and B20.
- Assist with transporting product, materials, and equipment to and from the Main PHE site.
- Assist with the ordering, stocking up, and maintenance of consumables.
- Ensure compliance is maintained during manufacture and that PBL policies and procedures are applied when necessary.
- Liaise with Pharmaceutical Stores, Quality Control and EMCOR to ensure the unit stays within compliance and is ready for operations when required.
- Ensuring training is completed and up to date for their required area of work.

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.

You should adhere PBL values and behaviors:

- Passion
- Respect
- Integrity
- Diligence
- Excellence in Execution (E^2)

Person specification

	Essential	Desirable
Eligibility		
Current, valid Right to Work in the UK	☒	
A good standard of written and spoken English Language	☒	
Qualification		
Educated to GCSE level in English, Maths and Science or significant related experience	☐	☒
Knowledge and experience Experience as defined by type/level (not length)		
Previous experience of working in a GMP biopharmaceutical manufacturing facility	☐	☒
Experience of document review	☐	☒
Experience of computer systems including Word and Excel	☐	☒
Experience of ordering, stock control and rotation	☐	☒
Experience of working within a team of technical staff	☐	☒
Skills and capabilities		
Experience of working in multidisciplinary teams and ensuring compliance within a pharmaceutical manufacturing environment	☐	☒
Problem solving skills	☐	☒
Motivated to work on own initiative, organising and prioritising own workload to meet deadlings	☒	☐
Ability to maintain confidentiality and trust	☒	☐
Clear communicator with good writing, data entry and telephone skills	☒	☐
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	☒	

Job description agreed with the post holder:

Employee Name:	Date:
Employee Signature:	

Manager Name:	Date:
Manager Signature:	