

Job description

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|-----------------------|------------------------------------|
| Job title | Senior Production Technician (B20) |
| Division | Production |
| Career Level | 5 |
| Responsible to | Production Supervisor |

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 within the Fermentation Process Plant (FPP), a GMP pharmaceutical manufacturing facility which produces therapeutic products by bacterial fermentation.

This is a shift working role within a facility which runs 24/7 and attracts a salary enhancement once appointed.

JOB SUMMARY

To work as a member of a team involved in the fermentation manufacturing operations.

Communication and key working relationships

Internal

- Production
- QA
- QC
- Engineering

External

- Suppliers

MAIN DUTIES AND RESPONSIBILITIES

- To carry out duties involved in the manufacture of biopharmaceuticals to GMP and ISO 9001 requirements as directed.
- Ensure that the facility is maintained in a compliant state and that the product/materials are manufactured to appropriate regulatory requirements.
- To undertake all necessary training to enable the post holder to carry out their duties to a required standard.
- To undertake work in accordance with PBL Health and Safety Policies and procedures and to work within any Quality systems that are appropriate to the site.
- To comply with all PBL policies and procedures.
- 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.

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 Mathematics, English & 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 checked="" type="checkbox"/> | <input 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, ISO. | <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 checked="" type="checkbox"/> | <input 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:

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|---------------------|-------|
| Employee Name: | Date: |
| Employee Signature: | |

| | |
|--------------------|-------|
| Manager Name: | Date: |
| Manager Signature: | |