

Job description

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| Job title | Sandwich (Placement) Student - Engineering |
| Division | Engineering |
| Career Level | 5 |
| Responsible to | Appointed Process Engineer 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 engineering group is responsible for provision of all engineering support within the highly regulated GMP facilities at PBL Porton Down. This structure includes engineering functions provided by predominantly chartered professional engineers specialising in clean rooms, GMP critical utilities, production equipment, pharmaceutical facilities, and capital works delivery.

JOB SUMMARY

The post is a year-long placement in Engineering. The post-holder will be trained in a wide range of standard operating procedures along related to the job responsibilities. The post holder must be currently enrolled in on an engineering degree course, and have completed the second year of the course, at a university that supports industrial placements.

Communication and key working relationships

Internal

- Manufacturing
- Quality
- Engineering
- Maintenance and Calibration Technicians
- Safety
- Validation
- HR

External

- Specialist Contractors
- Suppliers
- Consultants

MAIN DUTIES AND RESPONSIBILITIES

- Be accountable to the appointed supervisor for the day to day operations.
- Undertake all work in accordance with PBL's Code of Safety Practice, Quality System and all other regulatory requirements.
- Follow all Procedures, Policies, Rules, Regulations and Guidelines for all activities to ensure products meet the required standard.
- Take care and pay detailed attention to all tasks at all times. Complete documentation and records accurately and to a high standard.
- Undertake specified training as outlined by the appointed supervisor.
- Execute Engineering tasks as specified by the appointed supervisor.

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 | | |
| Be enrolled on an engineering degree course and have successfully completed 2 years of this course. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Knowledge and experience Experience as defined by type/level (not length) | | |
| Minimum of 2 years relevant degree course participation | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Skills and capabilities | | |
| Working to a quality/safety systems | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Good oral and written communication skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Diplomatic and tactful approach to colleagues | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Possess a good level of Computer skills in standard software (Microsoft Office) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Possess a good level of numeracy | <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: | |