Job description

Job title	QA Administrator
Division	Quality
Career Level	Level 5
Responsible to	Product Quality 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® and Anthrax Vaccine as well as contract manufacturing projects.

The Quality Assurance team works in a regulated (GMP) environment and is responsible for providing oversight of manufacturing and testing activities. The Quality Assurance Administrator will provide vital support, administering a number of systems and providing an interface between internal and external customers and QA for the control, receipt tracking, review and distribution of documents.

JOB SUMMARY

- To manage the distribution, control and tracking of Quality Documents (including identification, filing, scanning and the archival of records) using an appropriate tracking system.
- Compiling data and information related to third party requests.
- General office and administrative duties to support the activities of the Quality Assurance Department.
- To provide training to other staff.

Communication and key working relationships

Internal

- Quality, Production, Validation, Engineering and Research Departments.

External

- Commercial customers, consultants, regulatory authorities, suppliers, testing laboratories.

MAIN DUTIES AND RESPONSIBILITIES

1. To manage and maintain appropriate Document tracking systems / Databases.
2. To track documents in order to maintain traceability.
3. To liaise with internal and external customers to ensure that Documents are processed effectively and efficiently.
4. To produce reports relating to appropriate databases and activities.
5. To assist QA personnel with administrative tasks on the eQMS.
6. Make decisions on Documentation as guided by SOPs.
7. To frequently use computerised systems including inputting data that requires a high degree of accuracy.
8. To provide general office administrative support to the team, e.g. Filing, photocopying, ordering consumables/stationery.
9. Undertake work in accordance with Health and Safety policies and procedures.
10. To work within the bounds of applicable Quality Systems.
11. To comply with PBL Policies and Procedures and core values and behaviours.

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		
5 GCSEs or equivalent including English and a Scientific subject.	☐	☒
Educated to NVQ 2 in a relevant subject or equivalent level of qualification or significant previous proven experience	☐	☒
RSA 3 in typing, word processing or a European Computer Driving License (ECDL) advanced level or equivalent.	☐	☒
Knowledge and experience Experience as defined by type/level (not length)		
Sound experience using Microsoft Office suite and Windows based databases and spreadsheets.	☒	☐
Experience in a pharmaceutical or Health Service environment with an understanding of Quality Systems and GxP.	☐	☒
Experience with controlling, identifying, accessioning archiving, retrieving, returning and disposing of records using an appropriate documentation tracking system.	☐	☒
Understanding of Data Protection legislation	☐	☒
Skills and capabilities		
Capable of working effectively as part of a team.	☒	☐
Ability to work with minimal supervision and to strict deadlines.	☒	☐
Able to communicate effectively with customers and staff.	☒	☐
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:	