



Job description

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| Job title | QC Microbiologist |
| Division | Quality |
| Career Level | CL4 |
| Responsible to | QC Microbiology First Line 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 Bacteriology Technical Services Group is a Unit of the Quality Control (QC) Biological Services Group within Porton Biopharma Ltd, based at Porton Down, Wiltshire and supports the GMP manufacture of human Anthrax Vaccine and the anti-cancer treatment, Erwinase.

JOB SUMMARY

To undertake and perform microbiological QC analyses in support of Porton Biopharma's licensed production, service, validation and developmental programmes.

Communication and key working relationships

Internal

- Unit Manager, Bacteriology Technical Services
- Biological Services Manager
- Production Unit and Functional Managers
- QC Technologists
- Qualified Persons
- Quality Assurance Compliance Officers
- Emcor staff

External

- The Medicines and Healthcare Regulatory Agency (MHRA) Inspectors

- Food and Drug Administration (FDA) Inspectors
- Any other regulatory inspectors
- PBL customers, contractors, suppliers

MAIN DUTIES AND RESPONSIBILITIES

- To carry out all work in compliance with cGMP
- To test microbiological samples from all stages of the production processes of licensed and developmental products and to assess the results against pre-set standards and specifications
- To undertake identification of micro-organisms isolated from microbiological tests and samples
- To record all information and data clearly and accurately
- To pre-test media used within QC and Production against pre-set specifications
- To maintain the Bacteriology Technical Services Culture Collection, media stocks, and necessary consumables to ensure the efficient running of the group
- To safely operate, clean and maintain laboratory equipment to the required levels of cleanliness and operating standards
- To provide cover for and assist the Environmental Monitoring team when required
- To attend relevant training courses
- To work in accordance with PBL Safety Policies and Procedures
- To comply with all relevant PBL Policies and Procedures
- To perform any other duties required by the Line Manager, commensurate with grade and experience

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 | | |
| HND or equivalent qualification relevant to the post | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Degree in a scientific discipline relevant to the post | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Knowledge and experience Experience as defined by type/level (not length) | | |
| Knowledge and experience of microbiology gained in a laboratory or similar environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Experience of working in a Good Manufacturing Practice (GMP) or similarly regulated environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Skills and capabilities | | |
| Accurate and clear record keeping and ability to work to written procedures | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Good interpersonal skills and able to work as part of a team | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Methodical and reliable approach to tasks and ability to think clearly | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to respond to sudden and unexpected demands and schedule changes | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability and willingness to learn | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to train others | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Numeracy and writing skills | <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: | |

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|--------------------------------------|--------------------------|
| Manager Name: <i>Leana Baya</i> | Date: <i>27 MAR 2021</i> |
| Manager Signature: <i>Leana Baya</i> | |