

Job Description & Person Profile



Trainee Production Technician

Department:	Production
Reporting to:	Senior Technicians
Senior Manager:	Head of Operations

Job Purpose:

To manufacture products (batch and bespoke) to the required standards and within the required timescales for despatch following GMP guidelines.

Job Specific Responsibilities:

- Taking instruction and guidance from Production Trainer and Senior Technician (Training) on a one to one basis, in the manufacture of products (batch and bespoke) and the completion of batch documentation.
- Taking guidance from Production Trainer and the Senior Technician (Training) for product selection to enable progression through training levels.
- Ensuring training monitoring records are completed to the required standard and that the evidence collection to support sign off on all training levels is filed in own personal training file and is up to date.
- Minimising the potential for cross contamination of products by maintaining levels of cleanliness of clean rooms, dedicated glassware and equipment.
- Ensuring all equipment returned to storage is fit for purpose and dedicated equipment is segregated and labelled correctly as required.
- Ensuring that adequate supplies of clean, dedicated glassware, equipment and raw materials and consumables are available to allow efficient and effective production within the manufacturing areas.
- Maintaining sufficient stocks of disposable Personal Protective Equipment (PPE) within the changing areas for manufacturing personnel.
- Ensuring supplies of clean room clothing are processed correctly.
- Carrying out and accurately recording the daily water flush.
- Carrying out and accurately recording the daily monitoring of room pressures.
- Carrying out and accurately recording daily and monthly balance calibrations.
- Assembling raw materials and packaging according to order requirements ready for manufacture, to ensure the efficient and effective workflow within Production.
- Liaising with internal departments regarding queries relating to stock/orders.
- Ensuring effective stock control; carrying out rotation of stock as required and on-going expiry date checks of raw materials.
- Advising Senior Technicians/Checking Technicians and the Stock Controller of any stock problems.
- Preparing cleaning solutions ready for the relevant clean down.
- Carrying out the end of day, weekly and six monthly cleaning within Production areas.
- Assisting in all manufacturing areas and rotating between Production areas, as required.

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- Ensuring that all waste generated within the manufacturing areas is disposed of into the correct dedicated waste receptacle and removed, as required.

Company Specific Responsibilities:

- Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
- Working with all members of staff to maintain and develop the positive progressive culture within the Company.
- Observing and complying with Good Manufacturing Practice (GMP) and Good Distribution Practice (GDP).
- Observing and complying with Company Health and Safety Policies.
- Observing and complying with Company Standard Operating Procedures (SOPs).
- Undertaking any other duties, either for this department or any other department within the business, which may be requested by the Line Manager, for which training and/or an explanation has been provided and understood.

Person Profile:

- Essential requirements:
 - Genuine desire to pursue a career within a pharmaceutical manufacturing environment.
 - First class organisational and communication (both written and verbal) skills.
 - Highly customer focused and passionate about delivering excellent customer service.
 - Numerate with strong analytical and problem solving ability.
 - Ability to work accurately in a busy and demanding environment, whilst adhering to stringent deadlines.
 - Ability to work in a very structured, repetitive role requiring high levels of concentration and stamina.
 - Ability to cope with fluctuating workloads.
 - Ability to prioritise, demonstrating good time management skills.
 - Ability to achieve and maintain high standards with meticulous attention to detail.
 - Team player with the ability to work proactively using own initiative.
 - Self starter with a 'can do' attitude.
 - Reliable, conscientious and dedicated.
 - Due to potential contamination risks, must adhere to good personal hygiene (and will not be permitted to wear contact lenses, jewellery or make up whilst working in the manufacturing areas).
 - Committed to learning and development (including formal qualifications), with a passion to grow within the business.
- Highly Desirable:
 - Experience gained within the Pharmaceutical Industry.
 - Completion of PCCA historical internal Production Assistant training levels.
 - Good IT skills e.g. Microsoft Office (Word, Excel and Outlook).

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Training:

You will receive on the job training and other specific training, as agreed and required.