Role Profile/ Job Specification

Job Title:	Lead Production Technician
Accountable to:	Head of Production
Responsible for (number of staff if appropriate):	Senior Production Technicians, Production Technicians, Production Cleaner (Approx. 15 staffs)
Hours pw and details of shift requirements if appropriate :	Full Time (37.5hrs) Rostered between Production operating hours of 9am-7pm | Monday - Friday
Department/ Company:	Production / Eaststone LTD.

The Company:

Walkboost Ltd was established in 2003 and consists of **3 Pharmaceutical companies**; all of the companies are based in Bolton. In total Walkboost Group has c110 staff.

Maxearn Ltd is a parallel import company; **Quadrant Pharmaceuticals Limited** is a licensing company; **Eaststone Ltd** is a specials manufacturing company.

Our goal is to provide Pharmaceutical products and services ethically and efficiently.

Brief Role description:

- Involved in the day-to-day operational supervision of staff in production unit in line with Good Manufacturing Practice (GMP)
- Supervise within Standard Operational Procedures (SOPs) the manufacture of complex batches and the repackaging of medicinal products.
- Work both accurately and effectively, and develop a conscientious attitude in order to provide an effective service which meets all Quality Assurance criteria.
- Carry out In process checks for all manufacturing products batches and repackaging operations.
- Ability to carry out task Production Technician and Senior Production Technician performs in order to meet business requirements
- Have sufficient knowledge and experience to require only limited supervision.
- Act as deputy to the Production Manager, in his/her absence, to ensure all general operational duties are covered to maintain the service.

Key Responsibilities:

- To be responsible for carrying out all activities within GMP standards to ensure a quality product is produced and ultimately delivered to the customer
- Responsible for verifying manufacturing and related documentation in line with set procedure
- Responsible for supervising all aspects of environmental control and monitoring relating to the stores, temperature storage and the Production unit: ensuring duties are carried out according to relevant procedures.
- Supervise and conduct all in-process controls during production
- Carry out, under the supervision of the Line Manager, the validation of production processes and appropriate qualification of new equipment

- Carry out the storage/archiving of all records according to GMP standards to enable prompt retrieval.
- Undertake Continual Professional Development in order to keep pharmaceutical and technical knowledge in the specialist field current.
- Evaluate statistical information to identify raw material ordering requirements for all manufactured products prepared in the Production department and ensure that stocks are stored appropriately.
- Manage stock control by arranging monthly stock take of all raw materials and finished products relating to Production department
- Monitor the performance of existing equipment and liaise with the Production Manager as faults occur.
- Make aware to all staff handling hazardous pure raw materials, the protective measures available to them.
- To assist in the handling of data relating to the Non-sterile production and sales.
- Collate monthly production figures & other service level figures
- Perform daily and be able to resolve any fault with the support of Production Manager
- Implement recommendations from audits/ inspections and quality management systems, as advised by Production Manager
- To be able to accommodate engineer visit and assist in line with site procedure
- Carry put monthly material wastage trends and put controls in place to increase efficiency
- Support Production Manager by participating in regular 121 with personnel and their development programme
- Write, review and update of batch records, SOP and other Production and warehouse documentation.
- Carry out root cause analysis for departmental investigation.
- Carry out warehouse supervision and keep the area in line with site regulatory requirement
- To be familiar with and follow health and safety policy and procedures and to be aware of individual responsibilities under legislation, drawing any areas of potential risk to the attention of managers.
- Supervise maintain effective communication with colleagues and promote positive interdepartmental relations.
- To undertake any task required by your Line Manager, and for which you have received full training.

Competency requirements for the role - Refer to Walkboost Competency framework

Core competencies:

- Personal Integrity
- Focus minded
- Drive and resilience
- Team working & Supervision
- Developing self and others

Additional competencies for the role and required level:

Analysing and decision making – Level 3
Managing Performance – Level 3
Managing Change – Level 3
Communicating with impact – Level 3

Person specification :	
Qualifications: **Essential**	**Desirable**
• GCSEs – Maths, English or equivalent (C/4 or above) • Minimum 2 years GMP experience	• Degree in science or formal Pharmaceutical qualification
Skills/ knowledge :Essential	**Desirable**
• Good organisation and communication skills • Good IT skills e.g. Microsoft Office (Word and Excel) • Good team and problem management, interpersonal skills, and communication skills (both written and verbal) • Attention to detail • Takes ownership and actively looks for personal learning and development opportunities • Flexible in approach and adaptable to change	• Demonstrated compliance, and safe adoption of working practices together with an understanding of the needs for precise and accurate documentation • Extensive knowledge of cGMP related to pharmaceutical manufacturing
Experience: Essential	**Desirable**
• Supervisory experience in Manufacturing Industry • Resource management	• Extensive experience in manufacturing and supervision of solid, semi-solids and liquid dosage forms • Warehouse experience • Stock Management experience
Prepared by: I Patel	**Date: 30th Sep 2021**

This job description indicates in general terms, the type and level of work to be undertaken as well as the typical responsibilities of employees. The company reserves the right to make reasonable amendments to this description as required.

You are also required to undertake any other duties within your capabilities as may be reasonably required.