

Role Profile/ Job Specification

Job Title:	Senior Production Technician
Reports to:	Head of Production
Responsible for (number of staff if appropriate):	N/A
Hours pw and details of shift requirements if appropriate:	Full Time (37.5hrs) Mainly 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 with the day to day running of production unit in line with Good Manufacturing Practice.
- To be trained to carry out a comprehensive range of range of activities in the unit under the guidance, supervision of Trained colleagues.
- Work both accurately and effectively and develop a conscientious attitude in order to provide an effective service which meets all Quality Assurance criteria.
- Develop competence, skill, and knowledge by undertaking a training programme to become a Senior Production Technician.
- To be able to perform all activities covered in Production Technician role.

Key Responsibilities:

- To protect the safety of patients, the strict adherence of written procedures and compliance with good manufacturing practices (GMP)
- Ensure concentration is maintained and follow all written instructions during manufacturing processes in order to provide a quality product
- Demonstrate competency in all production tasks required to be carried out in production unit
- Carry out validation of production processes and appropriate qualification of equipment under supervision.
- Involved with the workload allocation and deployment of staff in the production unit.
- 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.
- Thorough cleaning of all work areas and all processing equipment
- To measure, compound and process manufacture of pharmaceutical products
- To carry out batch reconciliation

- Carry out in-process controls and verification during production.
- To Liaise with Production management for stock management of materials and support in warehouse related activities.
- Support in completion of QMS activities
- Liaise with Customer Services/QA for order management
- To ensure all documentation is completed neatly and accurately, following the systematic approach.
- To use pharmaceutical processing equipment namely, mixers, homogenizers, Tablet press, capsule machines, safety cabinets and electronic weighing scales.
- To self-check work, ensuring any errors are highlighted and brought to the attention of Production Manager.
- To report any incidents to Production Manager.
- Packaging & labelling of medicines as per requirements.
- To carry out the daily, weekly, and monthly cleaning tasks in addition to other tasks which may be required by the production manager.
- To be able to work wearing cleanroom gowning and safety equipment.
- To participate in any training schemes currently in operation in the department, coupled with a commitment to continuous improvement.
- To participate in formal systems that monitor performance, assess competency and identify potential for development, working towards agreed objectives to maintain and continuously develop performance.
- To 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:

- Customer focus
- Personal Integrity
- Drive and resilience
- Team working
- Developing self and others

Additional competencies for the role and required level:

Analysing and decision making – Level 2
 Managing Performance – Level 2
 Managing Change – Level 2
 Communicating with impact – Level 2

Person specification :	
Qualifications: Essential	Desirable
<ul style="list-style-type: none"> • GCSEs – Maths, English or equivalent (C/4 or above) • Minimum 1 years GMP experience 	<ul style="list-style-type: none"> • Pharmacy related qualification
Skills/ knowledge: Essential	Desirable
<ul style="list-style-type: none"> • Good organisation and communication skills • Team working ability and interpersonal skills • Attention to detail • Good Numeracy skills • Flexible in approach • To be able to follow instructions and carry out task efficiently and safely. 	<ul style="list-style-type: none"> • Demonstrated compliance, and safe adoption of working practices together with an understanding of the needs for precise and accurate documentation • Understanding of cGMP related to pharmaceutical manufacturing • Good IT skills e.g. Microsoft Office (Word and Excel)
Experience: Essential	Desirable
<ul style="list-style-type: none"> • Previous Manufacturing Industry experience or Pharmacy related work experience 	<ul style="list-style-type: none"> • Experience in manufacturing solid, semi-solids and liquid dosage forms • Warehouse and Stock management skills
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.