

JOB DESCRIPTION	
JOB TITLE:	Production Technologist
JOB HOLDER:	
REPORTS TO:	Lead Production Technologist/Principal Production Technologist
LOCATION:	Manufacturing, Billingham
<u>JOB PURPOSE</u>	
To contribute to a culture of manufacturing excellence through participation in Technology Transfer into and execution of manufacturing operations within FFDB production facilities.	
<u>DIMENSIONS</u>	
NO. OF STAFF REPORTING TO INDIVIDUAL:	0
NUMBER OF PROJECTS (PER ANNUM):	Up to 20 – 25 manufacturing batches per year made and dispositioned, representing 8 – 10 different products.
FORWARD WORK PLAN:	Up to 1 week
KEY TECHNIQUES	<ul style="list-style-type: none"> • Operation of Upstream, Downstream and analytical equipment as required by role • Aseptic technique as required by role • Environmental Monitoring if required • SAP interaction • Office skills: Word, Excel, Powerpoint, Trackwise
PRINCIPAL ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Interact with R&D and Engineering personnel as part of a programme team to support Technology Transfer of projects into the manufacturing facilities and to conduct plant and process troubleshooting during manufacture. 2. Execute Technology Transfer and manufacturing activities to achieve manufacture schedule targets, this will include: <ul style="list-style-type: none"> • Ensuring facility readiness to manufacture in accordance with relevant checklists and procedures. • Understanding and executing production plans with limited guidance. • Execution of manufacturing operations according to Batch Manufacturing Records and associated Work Instructions. • Ensure accurate management of Raw Materials and consumables in SAP. 3. The job holder will understand the requirements of GMP (e.g. Purpose of a BMR, role of a Witness, Good Documentation Practice) and ensure accurate data recording of executed tasks and activities in Quality documentation including but not limited to Batch Manufacturing Records, Logbooks and Qualification Protocols. 4. Ensure appropriate training status for all tasks and activities to be undertaken and ensure these tasks and activities are performed in a safe and compliant manner. 5. Identify and appropriately report all potential safety risks and violations. 6. Identify and appropriately report all deviations from defined operating procedures. 7. Demonstrate ownership of designated equipment and systems. 8. Any other duties commensurate with grade. 	

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COMPETENCIES

KEY COMPETENCY	DEMONSTRATED BEHAVIOURS	PERFORMANCE INDICATOR
<i>Ability to learn</i>	<ul style="list-style-type: none"> Quickly understands what is required for a new job or task Easily learns unique job-related vocabulary Quickly understands and uses processes, technologies and ideas that are continually being updated Easily learns new information regarding changing processes or procedures Learns highly complex information regarding a product or operation 	Movement on training matrix
<i>Self-development orientation</i>	<ul style="list-style-type: none"> Seeks opportunities to build knowledge in work-related areas Seeks opportunities to build knowledge in areas seen to be useful but extending beyond immediate areas of work Actively seeks feedback as a significant source of learning and improvement Learns from mistakes 	
<i>Thoroughness</i>	<ul style="list-style-type: none"> Checks work for errors and omissions Makes sure all necessary tasks have been completed 	Average number of comments per batch
<i>Concern for standards</i>	<ul style="list-style-type: none"> Works to meet standards of excellence Makes sure that all work and/or products are completed in an accurate and timely fashion Makes sure that work meets quality standards 	
<i>Efficiency orientation</i>	<ul style="list-style-type: none"> Actively seeks ways of improving current methods, systems and processes Points out redundant or unnecessary steps in methods or procedures Suggests new ways to do a job because it might be better 	Number of improvements made
<i>Flexibility</i>	<ul style="list-style-type: none"> Works around obstacles that prevent completion of projects Adjusts behaviour to suit new procedures and systems Modifies a strongly held opinion in response to contrary evidence Changes plans if circumstances dictate 	Evidence of flexibility
<i>Safety conscious</i>	<ul style="list-style-type: none"> Reports all identified safety issues appropriately Supports AIMs investigations as required 	Evidence of involvement with EHS

Note: This is not an exhaustive list and further information on behaviours can be found by reference to the Competency framework.

SPECIAL FEATURES

The Fujifilm Diosynth Biotechnologies manufacturing facilities at Billingham produce biopharmaceuticals from microbial or mammalian cell cultures, these products will be used in clinical trials or for commercial supply.

The FFDB manufacturing facilities are multi-functional, comprising of multiple manufacturing streams with supporting services and cleanroom infrastructure which operate to the standards of current Good Manufacturing Practice (cGMP), and may be audited at any time by Regulatory Agencies (e.g. MHRA, FDA) or customers.

Personnel working in the manufacturing facilities therefore must be highly skilled to ensure successful process transfer and execution and flexible to the needs of the manufacturing schedule.

Signed / Dated (Individual)	
Signed / Dated (Line Manager)	