

## Job Description

Job Title	Workflow Manager
Job Holder	
Reports To	Operations Manager
Location	Billingham
Date	Feb 2021
Grade	32

### Job Purpose

The jobholder must uphold the procedural and regulatory standards across the site whilst managing constraints and priorities to achieve safe delivery of project and other activities.

To contribute to a culture of manufacturing excellence through managing permit to work (PTW) issuing and control, through close liaison with manufacturing operations within FFDB production facilities.

### Dimensions

Turnover	£100 million
Site Numbers	800
No of staff reporting to individual	None
Forward work plan	Up to 12 months

### Principal Accountabilities

1. Interact with Large Scale Microbial Expansion (LMSE) personnel as part of a project team to enable system modification and equipment installation into the MF1/2 manufacturing facilities, site effluent treatment, and warehousing. The focus is on safety and compliance.
2. Drafting and issuing permits as required to meet project schedules and to support manufacturing routine operation. This includes:
  - Ensuring facility readiness to undertake all appropriate isolations in accordance with relevant checklists and procedures.
  - Taking ownership for the issue and subsequent handback of all planned project work affecting plant and manufacturing systems.
  - Coordination between Fujifilm staff, project staff and contractors to ensure robust and accurate information is fully communicated between all parties at all stages of the work.
  - Use of the site Accident Incident Management System (AIMS) to log and investigate relevant incidents.
3. The job holder will understand the requirements of cGMP (e.g. Purpose of a BMR, role of a Witness, Good Documentation Practice). The job holder will issue permits for work within cGMP cleanrooms as well as in external plant rooms and areas external to the building. They will have an understanding of safe ways of working and ensure all tasks are adequately risk assessed.
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. To act as a guardian of EHS standards across the site in respect to PTW procedures. Take ownership for standards across the site and uphold the procedure and correct working behaviours of teams working under permits on site.
6. Identify and appropriately report all deviations from defined operating procedures.
7. Demonstrate ownership of designated equipment and systems whilst they are under permit control.
8. Any other duties commensurate with grade.

**Competencies:**

**Level:** Core

**Assessed:** People Development, Business Standards & Integrity, Relationship Building, Analytical Thinking, Achievement and Results Orientation



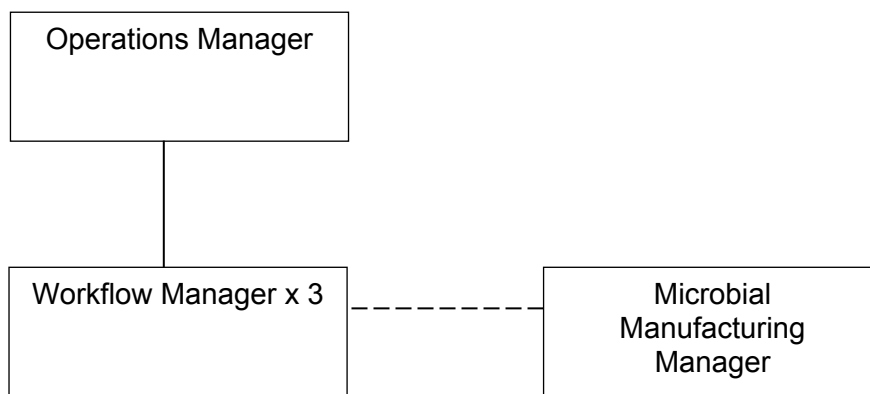
**Special Features –**

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 safe ways of working are paramount. Flexibility is essential to meet the needs of the project schedule and to help integrate this with the manufacturing schedule.

**Organisation Chart**



**Signatures**

Job Holder: ..... Date: .....

Manager: ..... Date: .....

**Revision Table**

Revision History	Date of Update	Authoriser
Revision 1	11 July 2018	D Chesworth
Revision 2	01 April 2019	A Dickson

**Revision History** – Amended due to revised Behavioural Competency Framework