



JOB DESCRIPTION

DATE:	November 2022
POSITION:	Senior Operator Grade 2
BUSINESS UNIT:	Pharma Services
LOCATION:	Craigavon
REPORTING TO:	Senior Operator Grade 3 / Production Supervisor / Production Shift Manager
RESPONSIBLE FOR (PEOPLE):	Process Operators

OVERALL ROLE OBJECTIVE:

The role of a Senior Operator Grade 2 is to control the process operation (staff and/or equipment) within the designated production room while assuring the quality of the product produced complies with GMP and instructional information. The ability to work as part of a team and shift patterns, will be essential.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

- 1. Ensure processes and procedures are complied with, to produce products within acceptable limits & regulatory standards:**
 - Before each batch commences, ensure that the production room to be used has been cleaned and cleared after the last operation as per appropriate SOPs.
 - Ensure that the correct input material has been issued and received into the production operation, ensuring all batch documentation received into the department is appropriate, in full and correct and that batch records are being reviewed and completed "live" within the room, during the operation.
 - Set up the production equipment to produce the product required.
 - Ensure that all set up checks and challenges are performed as required during the production operation.
 - Operate various pieces of equipment and process within the production areas as instructed by an authorised Senior Operator Grade 3
 - At the completion of an operation, verify the reconciliation of all materials used in the operation and ensure that all samples etc. are collected before the completed batch and all unused items are returned to the warehouse.
 - Organise room layout to ensure that the product is manufactured in an efficient manner. Ensure process optimisation and downtime reduction, with downtime tracked through the variance tracker and corrective actions put in place at all times
 - Fully understand and adhere to instructions as detailed in the batch documentation and SOPs.

- Complete all documentation in a tidy and accurate manner. This includes Works Orders, Validation Protocols, Room and Equipment Log Books, In Process Check sheets (IPCs) and Acceptable Quality Level sheets (AQLs).
- Ensure that your operation achieves the output as detailed on the production schedule and that any anomalies are reported to the Senior Operator Grade 3
- Clean equipment and process areas required for production

2. Effectively oversee staff within designated operations:

- Ensure staff are conducting operations in line with company and client requirements, whilst compliant with all company policies and practices, including H&S, Environmental and GMP.
- Convey appropriate instructions and information about the operation to all team members (if applicable).
- Ensure operators' are trained and competent in the tasks they are performing and queries or concerns raised are addressed at the earliest opportunity, with the escalation of any further matters in a timely manner to the Senior Grade 3 Operator.
- Undertake any other duties or instructions as required by the Production Supervisor.

3. Ensure GMP & Quality standards are maintained:

- Undertake all processing operations in compliance with GMP, batch documentation and SOPs
- Operate required equipment to produce the full batch in compliance with GMP, batch documentation and SOPs
- Organise and manage team members to ensure compliance with GMP, batch documentation, SOPs and the company's H&S and Environmental policies and practices as required.
- Report any compliance and quality concerns, breaches of procedure or examples of substandard quality to the Senior Grade 3 Operator, Production Supervisor or Manager

During periods of high volume work requests this role will require additional coverage beyond normal working.

It is a condition of your employment that you are able to fulfil this requirement of the role.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work. Almac Pharma Services' Quality Mission; <i>To operate within a quality excellence framework that is both efficient and effective and continually assures safe and efficacious product to the patient.</i> The post holder will, support the quality mission of the business by: - Ensuring exceptional and reliable quality in all aspects of work and recognising that quality determines the extent of success. - Engaging with the Pharmaceutical Quality System to ensure that quality records are completed accurately and proactively managed in line with committed timelines. Quality performance against set targets is a key goal and aligns with business objectives. - Actively contributing to the Quality Vision outlined by the Senior Management Team of reducing the gap between “where we are today” versus “where we want to be today”.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the work place.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:

PRINT NAME:

DATE:

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.



PERSON SPECIFICATION

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	GCSEs (or equivalent) at Grade C or above in English Language and Maths	NQF level 3 Qualification (i.e. – A Level, NVQ/BTEC Level 3 or equivalent)	Application Form and Documentary Evidence
EXPERIENCE	Experience in a production environment involving production teams, machinery, and quality control of product Experience of working within teams	Experience in set up, operation and clean down of process equipment an advantage Experience of leading teams (supervisory experience)	Application Form and Interview
KEY SKILLS	Ability to demonstrate competency throughout manufacturing and packaging operations Excellent communication skills (verbal and written) Effective leadership skills Ability to complete documentation to a high standard Proven ability to work effectively on own initiative and effectively contribute within a team environment		Interview

ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview