



JOB DESCRIPTION

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

OVERALL ROLE OBJECTIVE:

The role of a Senior Grade 3 operator is to conduct and coordinate operational tasks on the floor and assist with process improvement and staff development tasks in production areas. All operations must deliver schedule adherence, (completing batches correctly on time in full) whilst operating the lowest unit cost (within budgetary constraints). The role will focus on observing all company safety, quality, HR and other policies and procedures within Pharma Services. These tasks will be achieved by being present on the floor monitoring all production activities including, planning ahead for raw materials availability; components; checking equipment availability and processing rates.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will be required to conduct a variety of tasks and functions, some of which are listed below:

Resource Management (People)

- 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.
- Train and develop operators/ senior operators, according to their specific training plan and thoroughly evaluate their performance, in accordance with the training procedures relevant to their expertise.
- Ensure all training is documented in the individual's training and development record.
- 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 Production Supervisor.

Process & Equipment Knowledge

- Ensure clear communication between production and other departments, enabling batch documentation and materials to be available on time to fully meet schedule adherence.

- Ensure all relevant staff are fully aware of the most efficient room lay-outs, production targets, set-up and reconciliation times and deliver on these expectations. Ensure all relevant operators are aware of their job role in delivering this effectively.
- Ensure 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.
- Drive the accurate completion of production batch documentation in a timely manner in line with OTIF principles and drive and document process improvement initiatives, ensuring all documentation is fully reviewed to ensure completeness and correctness in an efficient and timely manner.
- Use your acquired expertise in the allotted areas to ensure process optimisation and downtime reduction, with downtime tracked through the variance tracker and corrective actions put in place at all times where applicable.

GMP & Quality

- Undertake all processing operations in compliance with GMP, batch documentation and SOPs, including the performance of process supervisory checks within batch records, escalating any issues at the earliest opportunity to the Production Supervisor.
- Operate required equipment to produce the full batch in compliance with GMP, batch documentation and SOPs, together with serialisation requirements and complete the batch record documentation fully correct and on time in line with OTIF principles.
- 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.
- Manage all set up checks during the operation and any additional line clearance and cleaning verification checks as required to assist Supervisory staff.
- Report any compliance and quality concerns, breaches of procedure or examples of substandard quality to the Production Supervisor, Manager or QA at the earliest opportunity.
- Complete all documentation in an accurate and timely manner, including Work Orders, Validation Protocols, Room and equipment Log Books, In Process Check sheets (IPCs) and Acceptable Quality Level sheets (AQLs).
- Assist with validation work where required and ensure it is completed in an efficient and timely manner in accordance with the Production Schedule, with associated batch documentation fully completed.

During periods of additional 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.

This job description is not intended to establish a total definition of the job, but to act as an outline of the main duties.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Process Optimisation	Ensure the efficiency of processes, equipment and staff are optimised.
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, Maths and Science NQF level 3 Qualification (i.e. – A Level, NVQ/BTEC Level 3 or equivalent)	HNC, HND (or higher) in a Life Science or Engineering subject	Application Form and Documentary Evidence
EXPERIENCE	Experience of leading teams in a production environment involving production teams, machinery, and quality control of product Significant experience in a production environment within the Pharmaceutical / Food/ Engineering industry. Experience in set up, operation and cleaning of process equipment.	Involved in blending, compression, encapsulation, coating and packaging processes.	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		Application Form and Interview

	Proven capability to perform at this role level		Application Form and Interview
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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