



JOB DESCRIPTION

DATE:	Oct 2023
POSITION:	Shift Maintenance Engineer
BUSINESS UNIT:	Sciences
LOCATION:	Craigavon
REPORTING TO:	Maintenance Team Leader
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

The post holder will be responsible for performing routine preventative maintenance schedules as per the eMaint system in a cGMP environment. They will also be responsible for unplanned maintenance such as breakdowns and completion of general maintenance requests on equipment, plant and facilities across Sciences. The post holder will also carry out calibration activities on Sciences' process equipment.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Complete the planned preventative maintenance and general upkeep of Sciences process equipment and utilities.
2. Complete unplanned maintenance of process equipment and utilities quickly and efficiently. This will necessitate a requirement to partake in an on-call rota.
3. Complete regular calibration work on Sciences' equipment in accordance with the calibration system (ProCal).
4. Work closely with Production staff to troubleshoot and resolve problems as quickly as possible
5. Liaise with the purchasing department to ensure all components and parts are ordered in a timely manner. Update the stock system as parts are used and replenished.
6. Complete all documentation such as eMaint service schedules, maintenance worksheets, check sheets and logbooks etc. accurately and in accordance with cGMP.
7. Maintain effective communication with other members of the engineering team and with other relevant departments particularly Production.
8. Work on an eight hour rotational shift basis. Monday to Friday and provide support to the business out of hours by carrying a mobile phone on an on-call rota basis if required
9. Support project work such as the commissioning of new or modified equipment. This may involve travel to complete factory acceptance testing (FAT) and/or equipment review.

10. Maintain engineering cover by working the shift work patterns deemed necessary by the business requirements.
11. Supervise and co-ordinate the work of external contractors.
12. The role may require occasional travel to other Sciences sites in Belfast or Scotland to carry out maintenance activities.
13. Maintain a clean and tidy working environment.
14. Have a good working knowledge of MS Office including Word and Excel.
15. Comply with all instructions laid down in Company SOPs and Engineering procedures.
16. Complete any other duties deemed appropriate in relation to the position, including working additional hours including callout and shift cover within the Almac Group as requested by the Maintenance supervisor or Production Management.

This role may require occasional travel, overtime and call outs beyond normal working hours as required. It is a condition of your employment that you are able to fulfil these requirements of the role.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
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 LMS training records (Learning Management System).
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	City & Guilds Level 3 in an Electrical related discipline (or equivalent)	HND/HNC (or equivalent) in an electrical or mechanical related discipline.	Application Form and Documentary Evidence
EXPERIENCE	Post apprenticeship experience in a maintenance environment.	Previous maintenance experience within the food, chemical or pharmaceutical industry. Experience of electronic preventative maintenance scheduling tools Experience of Supervisory Control and Data Acquisition systems (SCADA) Experience of Distributed Control Systems (DCS) Experience of calibration completion	Application Form and Interview
KEY SKILLS	Excellent communication and interpersonal skills (both written and oral) Ability to maintain a high level of accuracy in all work undertaken Proven ability to work effectively on own initiative and effectively contribute within a team environment Working knowledge of electro-pneumatics, hydraulics and calibration		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