

## Process Technician – Job Description

### Role Purpose:

To apply basic process and/or scientific principles to provide technical support, typically including preparation, development, research, design, sampling, testing and analysis work, in line with team and business unit requirements. In order to help CPI to develop and react to incoming work aimed at COVID19 response. The Technician will work under some supervision of line manager and senior colleagues, supporting with a range of activities to meet business unit objectives, contributing to the realisation of project work. Provide expertise and knowledge to deliver a high level of capability and ensure project success across the range of scales operated by CPI.

### Key Responsibilities:

- To maintain consistent and document compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To keep self up to date with developments in areas relevant to role, and/or legislative and SHE related changes as communicated by senior colleagues, ensuring understanding of these and any associated new best practice, methods or techniques.
- To present and formally report experimental conclusions and supporting data for internal peer review and submission to clients, to agreed timescales and standards.
- To actively engage in hazard studies / SRA studies and discussions, as appropriate to role level.
- To set up, plan and execute experimental / pilot scale runs and analyse, interpret and report the results of these within agreed timescales and quality standards, and in accordance with project / client requirements.
- To be responsible for providing clearly documented records of technical data, decisions, methodologies, calculations and software use in an agreed format.
- To take ownership in agreeing weekly work plans with line manager, project manager(s) and other relevant stakeholders, and delivering plan to agreed schedule.
- To be responsible for the calibration of equipment to ensure it operates safely, is performing within expected specifications and is available to meet customer needs.
- To troubleshoot issues to identify root cause of problems, rectifying or escalating as appropriate. Where applicable, act as Tool Owner or Deputy Tool Owner, acting as first point of contact for queries.
- To administer technical equipment and documentation; assisting with stock storage and controls and liaising with the warehouse where applicable, updating, organising and documenting the authorisation and issue of existing and new Standard Operating Procedures and Safety Risk Assessments.
- To act as first point of contact for technical areas, conduct general housekeeping within those areas and assist Laboratory Safety Supervisors where required, to contribute to a safe and healthy workplace.

### Responsibilities specific to role

- To assist in the planning of and to perform chemical and bio-chemical synthesis operations across the range of scale of assets operated by CPI;
- To be responsible for supporting the successful and smooth transfer of processes from customer sites and CPI laboratories into larger scale pilot facilities.
- To assist the area group leaders and Technology Manager in the scheduling, and operation of the process faculties and associated equipment to optimise efficiency, maintain its technology advantage and maximise its value to CPI's customers and associates.
- To utilise your expertise and experience of bioprocessing development to conduct problem solving

## Process Technician – Job Description

activities on projects ranging from development stage to pilot stage maturity.

- To perform the day to day operational tasks required to maintain all CPI facilities in their best condition; this will include the housekeeping and cleanliness attributes needed for operation;
- To perform day to day operational tasks in support of any project where it is deemed you are appropriately qualified and trained; for the avoidance of doubt this could be on any project or piece of equipment at any scale, subject to the prerequisite training and safety inductions;
- To operate all the equipment under your control such in a safe and efficient manner and is available to fulfil project requirements;
- To readily identify and communicate defects, improvements, changes and developments required to the equipment and facilities to maintain their availability and performance capability.

**Direct reports:** No direct reports

**Education / Qualifications:**

## Process Technician – Job Description

Essential:	Desirable:
Educated to HNC/HND (or Level 4 equivalent) or Foundation Degree level (or equivalent) in a scientific/engineering discipline plus relevant industrial experience	Educated to Degree level (or equivalent) in a scientific/engineering discipline

Competencies and behaviours	
Leadership (Core)	Decision Making (Core)
<ul style="list-style-type: none"> <li>• Respects and values the diversity of talents, skills and backgrounds that others bring to joint projects / work.</li> <li>• Has a positive influence on those in contact with.</li> <li>• Gains the respect and confidence of colleagues and supports them in achieving their goals and targets.</li> <li>• Aligns own behaviours and actions to CPI's values, vision and goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Within area of expertise recognises, identifies and defines problems.</li> <li>• Generates and evaluates alternatives, draws conclusion and analyses risk.</li> <li>• Takes timely and correct action using established methods to ensure effective solutions are implemented.</li> </ul>
Communication (Core)	Developing self and others (Core)
<ul style="list-style-type: none"> <li>• Communicates in a clear and concise manner, covering all relevant points in a timely manner.</li> <li>• Uses the appropriate route and format to communicate.</li> <li>• Confirms understanding of others communication.</li> <li>• Asks questions to understand other people's viewpoints</li> </ul>	<ul style="list-style-type: none"> <li>• Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals.</li> <li>• Sets personal development goals and deploys strengths to achieve them.</li> <li>• Takes responsibility for one's own performance and actions, and invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities.</li> </ul>
Collaboration (Core)	Delivery (Core)
<ul style="list-style-type: none"> <li>• Establishes effective working relationships with other colleagues.</li> <li>• Builds and maintains a network of internal and external contacts.</li> <li>• Actively seeks, values and incorporates different views and ideas to broaden their perspective.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard).</li> <li>• Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks.</li> <li>• Refers to lessons learnt from other projects/ tasks with related scope.</li> <li>• Acts with minimal supervision or direction. Pays attention to detail and delivers accurate and high quality outputs.</li> </ul>

### Knowledge and Experience:

## Process Technician – Job Description

Essential:	Desirable:
<p>Will possess fundamental practical knowledge and an appreciation of technical theory in plant operations, as well as evidence of technical problem solving.</p> <p>Relevant experience operating pilot or full scale process plant equipment.</p> <p>Will exhibit basic knowledge of principles and practices in a plant environment, as well as some relevant experience of practical, technical-based work gained in academic or industrial environments.</p> <p>Can demonstrate evidence of knowledge sharing and network building practice across teams or groups.</p> <p>Has confidence to use own judgement and initiative within routine activities, as well as an understanding of when to seek advice from manager or colleagues.</p> <p>Will exhibit professional knowledge of principles and practices in bioprocessing, as well as experience of practical, technical-based work gained in academic or industrial environments.</p> <p>Has ability to apply limited theoretical and practical scientific/engineering methods to contribute to business activities.</p>	<p>Awareness of HACCP and food/feed standards</p>