

Senior Technician – Job Description

Role Purpose:

To define and perform the specific tasks required to calibrate, maintain, repair and install equipment, and to provide hands on support to maintain and improve the reliability of CPI equipment. The Senior Technician will work under limited supervision, supporting with a range of activities to meet team objectives, and supporting less experienced members of the team.

Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To carry out routine maintenance tasks in line with agreed schedule, recording all results in the appropriate system and reporting back on any anomalies.
- To respond in a timely fashion to breakdown conditions and work in such a way as to minimise downtime.
- To provide maintenance cover throughout the working day and, at times, during out of hours working (extended days and weekends).
- To ensure that spare parts required for the maintenance activities are controlled and ordered in a timescale appropriate to maintaining the toolset uptime. Comply with the internal and external regulatory environment such as procurement, maintaining records, traceability and confidentiality.
- To ensure all relevant personnel are kept informed of progress or proposed changes on their own maintenance operations so as to minimise the impact on the processes being operated on that particular tool.
- To be responsible for their own continuous professional development. Gradually put into practice skills and competencies learned both on and off the job and to share professional knowledge with colleagues.
- To identify and understand the requirements of internal and external customers and use creative thinking and problem solving to challenge assumptions, innovate, make new proposals and build on existing ideas.
- To contribute to the development of specific technical projects and have a working knowledge of project management procedures; set up, planning and the execution. To report results within agreed timescales with the support of colleagues.
- To contribute to a culture of continuous performance improvement within the technical environment in alignment with company strategy and project deliverables.
- To take ownership in agreeing weekly workplans with line manager, other relevant stakeholders and delivering plan to agreed schedule.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

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Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: No direct reports

Education / Qualifications:

Essential:	Desirable:
Educated to HNC (or Level 4 equivalent equipment maintenance) in a Scientific/Engineering discipline plus relevant industrial experience	

Competencies and behaviours	
<p style="text-align: center;">Leadership (Core)</p> <ul style="list-style-type: none"> Respects and values the diversity of talents, skills and backgrounds that others bring to joint projects / work. Has a positive influence on those in contact with. Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. Aligns own behaviours and actions to CPI's values, vision and goals. 	<p style="text-align: center;">Decision Making (Enabling)</p> <ul style="list-style-type: none"> Pro-actively identifies and prioritises the key issues involved to facilitate the decision making process. Seeks input from the relevant stakeholders when appropriate, considers risks, and takes accountability for the impact a decision may have on others. Makes decisions in a timely manner. Identifies the key factors in a complex problem.
<p style="text-align: center;">Communication (Core)</p> <ul style="list-style-type: none"> Communicates in a clear and concise manner, covering all relevant points in a timely manner. Uses the appropriate route and format to communicate. Confirms understanding of others communication. Asks questions to understand other people's viewpoints. 	<p style="text-align: center;">Developing self and others (Enabling)</p> <ul style="list-style-type: none"> Supports others in their development. Is personally committed to, and actively seeks, opportunities to improve continuously. Provides honest helpful feedback to others on their performance. Insightful about self, strengths and limitations, and how to maximise contribution.

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Collaboration (Enabling)	Delivery (Enabling)
<ul style="list-style-type: none"> • Understands the value of establishing effective and supportive relationships, and collaborative working. • Actively listens, questions and observes body language so as to understand communication from others. • Cultivates and maintains partnerships across departments to deliver value for the business. 	<ul style="list-style-type: none"> • Prioritises activities based on their impact and strategic importance. • Takes responsibility and monitors own performance. • Can articulate how their work feeds into projects. • Creates and exploits useful metrics. • Displays commitment and engagement to own work. Pursues everything with energy, drive and a need to finish, even when faced with setbacks or resistance.

Knowledge and Experience:

Essential:	Desirable:
<p>Hands-on craft skills with the ability to use hand and power tools in the pursuit of maintenance activities</p> <p>The ability to interpret engineering diagrams, schematics and PID's</p> <p>Good problem solving skills with the ability to logically trace faults to their root cause and identify steps to repair the problem.</p> <p>The ability to communicate effectively using a full range of skills (speaking; listening; writing; body language; presentation). Being able to discuss their work across a number of functional areas to ensure the end users are aware of the maintenance/repair work being completed and thus infer the impact on their operations</p> <p>Will exhibit basic knowledge of principles and practices in equipment maintenance, as well as some relevant experience of practical, technical-based work gained in industrial environments.</p> <p>Has ability to identify issues and apply necessary techniques to achieve a satisfactory solution to contribute to business activities in equipment maintenance</p> <p>Has confidence to use own judgement and initiative within more complex activities within functional area, as well as an understanding of when to seek advice from manager or colleagues.</p>	<p>Previous experience in the Pharmaceutical sector</p>

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