

Engineering Planning Assistant – Job Description

Role Purpose:

To provide a full range of support to the Operations Support team, enabling the management of the smooth running of CPI's assets, including buildings and facilities, ensuring all assets meet legal, statutory and customer specifications.

Key Responsibilities:

- To embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- 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 raise the necessary requests using the Purchase Requisition System (PRS).
- To raise/follow up with Purchase Orders (POs) regarding services (such as calibration, routine servicing of assets and facilities and similar).
- To follow up on calibration requests which do not return as planned.
- To attach service reports where necessary to CMMS systems, SharePoint and/or other locations as defined, following a service.
- To assist with the management and maintenance of systems, including Updating Equipment Booking system, Matrix Hot Desk Booking system, CMMS data when required, changes of location, asset spares, equipment fields, scheduling data).
- To facilitate the collection, filing and distribution of data and documents, for example: Utility readings/invoices to facilitate the drive towards sustainable, net zero operations; equipment data to facilitate reliability and cost analysis; estates and costs management and similar.
- To manage relevant shared inboxes on a day-to-day basis, which includes filing emails in the necessary locations such as folders in the shared inbox and in Microsoft SharePoint once actions are complete.
- To assist in ensuring CPI buildings are fit for purpose in relation to meeting rooms and office space.
- To collaborate with relevant Office Managers and Operations on site to ensure the management of furniture across sites. Such as ordering, reviewing, and making sure that existing furniture is available or there is sufficient space for the new furniture.
- To assist Maintenance Planners with preparation, communication, and dissemination of forward maintenance plan to relevant Technology Centres.
- To support Operations Support team as requested with taking notes, minutes, and actions, and provide an audit trail of actions in preparation for the next meeting. This includes maintaining C&M meeting information as directed by local C&M champions.
- To manage any action tracking databases to assist the department in meeting Technology Centre operational needs.
- To log and follow up on issues with landlords (for example Wilton Centre Helpdesk requests; requests for NetPark support from DCC and similar).
- To assist with relevant site-specific audits. This includes assisting with impact assessment, performance audits and the identification and implementation of continuous improvements.
- To assist with the reviewing data collected from internal housekeeping audits and ensure appropriate actions are taken within agreed timeframes.
- Similar activities to facilitate the smooth, organised operation of the operations department.

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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.

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

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to GCSE level (or equivalent) in Maths and English.	IT and/or Business-related qualification.

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Competencies and behaviours	
<p>Leadership (Core)</p> <ul style="list-style-type: none"> • Respects and values our diverse people and the differing talents, skills and backgrounds that they bring to projects and day-to-day work. • Has a positive influence on those they are in contact with. • Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. • Aligns their behaviours and actions to our PRIDE values, vision and goals. 	<p>Decision Making (Core)</p> <ul style="list-style-type: none"> • Within area of expertise recognises, identifies and defines problems. • Generates and evaluates alternatives, draws conclusion and analyses risk. • Takes timely and correct action using established methods to ensure effective solutions are implemented by working as a team and with and focused outcomes to be delivered.
<p>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, keeping an open mind and embracing new ideas. 	<p>Developing self and others (Core)</p> <ul style="list-style-type: none"> • Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. • Sets personal development goals and deploys strengths to achieve them. • 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.
<p>Collaboration (Core)</p> <ul style="list-style-type: none"> • Establishes effective working relationships with other colleagues. • Builds and maintains a network of internal and external contacts. • Actively seeks, values and incorporates different views and ideas to broaden their perspective, embracing differing perspectives and unconventional ideas. 	<p>Delivery (Core)</p> <ul style="list-style-type: none"> • Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard). • Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. • Refers to lessons learnt from other projects/ tasks with related scope. • Acts with minimal supervision or direction by being purposely

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	<p>empowered to make decisions when needed.</p> <ul style="list-style-type: none"> • Pays attention to detail and delivers accurate and high-quality outputs.
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Knowledge and Experience:

Essential:	Desirable:
<p>Proven experience in an administrative role.</p> <p>Experience of using Microsoft Office systems (such as Word, Excel etc.).</p> <p>The ability to multi-task effectively and prioritise workload on a daily basis.</p> <p>To be proactive in their approach to work tasks and have the initiative to consider all options before arriving at a conclusion.</p> <p>Collaborative working spirit that enhances and builds effective working relationships both internally and externally.</p> <p>Attention to detail and desire to complete work to a high standard and agreed deadlines.</p> <p>To show a professional attitude to work at all times, maintaining a high standard of time keeping, respect, and reliability.</p>	<p>Experience working within an engineering environment, so familiar with technical language.</p>

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Signature of Job Holder

By signing this you confirm you have read, understood, and agree to work in alignment with the above job description.

**Printed
name**

Signature

Date