

JOB PROFILE

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| Job title: | Facilities Engineer |
| Reporting to: | Head of Facilities |
| Department: | Development Team |
| N° of Direct reports: | |
| Location: | Pencoed, South Wales |
| Job Details | |
| Job Purpose: | Accountable to the Head of Facilities to provide engineering support to Facilities plant, research, development and GMP manufacturing site equipment assets. |
| Main areas of responsibility: | <p>Maximising Asset Availability</p> <ul style="list-style-type: none"> • Maintain equipment compliance via the equipment management database, 'Pirana'. Ensure all equipment reporting fields are rigorously followed and updated with concise, detailed information. All equipment breakdown interventions and recoveries are captured and updates to 'Pirana' • Creation and continuous improvement of routine maintenance procedures and service contract activities • Plan, organise and undertake programs and work to improve equipment performance and uptime • Plan, organise and undertake service, calibration and repair of equipment • Management of service contractors during their site activities • Ensure all routine service and calibration checks are performed for specified equipment • Ensure all test equipment used is calibrated and appropriate records maintained • Provide reports and documentation to ensure that service history and performance of defined equipment and instruments are traceable • Proactively integrate Health & Safety best practice into all activities and demonstrate strong leadership in support of HS&E initiatives • Comply and participate in Corrective Action Preventive Action (CAPA) program • Deputise for line manager during periods of absence. <p>Maintenance Support</p> <ul style="list-style-type: none"> • Provide reasonable overtime support to effectively resolve both operational and non-operational equipment issues • Provide the necessary support to ensure a reasonable and effective engineering 'On-Call' rota is established and maintained • Ensure all preventive maintenance is completed on schedule, either in-house or by a vendor, while maintaining equipment history files on the equipment • Facilitate and coordinate services with outside vendors and deliveries, as well as managing site vendors. |

| Person Specification | | |
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| Qualification/ Experience required | Essential | Desirable |
| | <ul style="list-style-type: none"> A minimum of 10 years' of engineering and/or facilities experience | <ul style="list-style-type: none"> Understanding of automation software, , electrical motors, motor starters, pneumatic and process gas systems (N2, CO2), process liquid systems (LN2, LCO2) |
| | <ul style="list-style-type: none"> Technical knowledge and practical experience in a regulated industry, (ideally pharmaceutical or medical industry working in ISO 5 and/or sterile/aseptic environments), Building Management Systems, maintenance management systems, control systems, building mechanical systems, specifically HVAC systems, , EMS systems, Hot/Cold water systems, chilled water units, LV switchgear, Fire Alarm systems, DALI lighting | <ul style="list-style-type: none"> Familiar with pharmaceutical engineering and EH&S regulations |
| | <ul style="list-style-type: none"> Ability to write and follow written procedures related to Facility and Engineering operations, maintenance and calibration activities in a GMP environment. | <ul style="list-style-type: none"> Familiar with hazardous waste operations |
| | <ul style="list-style-type: none"> Skilled in the interpretation of mechanical and electrical drawings | <ul style="list-style-type: none"> Experience with providing Facilities and Engineering support during a regulatory audit HAZOP creation experience |
| | <ul style="list-style-type: none"> Competency in Health and Safety management systems in particular safe systems of work, lock-out/tag-out and management of contractors | <ul style="list-style-type: none"> IOSH or NEBOSH qualified |
| | <ul style="list-style-type: none"> PC literacy with MS Office is a must, with excellent communication skills and able to be successful in a fast-paced and changing environment. | <ul style="list-style-type: none"> Able to record cGMP work performed in a manner that follows current Good Documentation Practice |
| | <ul style="list-style-type: none"> Indentured electrical or mechanical apprenticeship with ONC/HNC academic qualification | <ul style="list-style-type: none"> Bachelor's degree in Engineering |
| | <ul style="list-style-type: none"> Experience in supporting the qualification and/or validation of facility equipment and | <ul style="list-style-type: none"> Lean Methodologies – green belt |

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| | utilities in a FDA and/or MHRA licensed facility. Experience of using GAMP guidelines. | |
| | | <ul style="list-style-type: none">• Problem solving methodologies – RCI, Kepner Tregoe, 8D |

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| <p>Skills and Competencies required</p> | <ul style="list-style-type: none"> • Technical Capability – Intellectual capacity, experience and training to function across engineering discipline boundaries to execute planned work and lead problems resolution. • Project management - be able to plan, execute and control small scale projects for capital investment or asset improvements. • Appropriate Knowledge of Quality Management System and GxP requirements. • Must have high professional standards and demonstrate this in the daily working environment. • A healthy attitude and approach to financial budgeting control within an Engineering environment. • A working knowledge of Health, Safety and Environment systems within an Engineering environment e.g. safe systems of work, managing contractors effectively. • Functional Business Acumen – appreciates production demands and impact on own priorities and deliverables. • Problem Solving – Owns the issues and ability to lead/contribute to structured problem solving and Credo based decision making skills • Communication – Uses appropriate tools and techniques to communicate at all levels of the business. • Knowledge of relevant functional requirements of a Facilities and Engineering group. • Competently use a range of Microsoft Office suite products. |
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| <ul style="list-style-type: none"> • To carry out any other tasks or duties within post holders capability as requested by the Company to meet business needs. |
| <ul style="list-style-type: none"> • The Company reserves the right to vary or amend the tasks and responsibilities of the post holder at anytime according to the needs of the Company's business. • Information contained therein is not exhaustive but describes key elements of the function. |

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| Author: | Date: |
| Revised: | Date: |