

Job Description – Facilities & Engineering Maintenance Lead

Job Title: Facilities & Engineering Maintenance Lead

Reports to: Facilities Director

Location: Cheadle Royal Business Park, Cheadle

Job purpose:

In this role, you will work as part of the Seda Clinical Manufacturing (CMS) team, working closely with colleagues to ensure that the Facility, Utilities and Equipment are maintained and meet all compliance requirements.

Job responsibilities

The key responsibilities of the role are to:

- Lead and support the ongoing activities to maintain compliance of a GMP Drug Product Manufacturing Facility
- Support the Installation and Validation of the GMP Facility and Oral Solid Dosage Form equipment.
- Contribution to the creation and review of Plans, Work Instructions, and Standard Operating Procedures (SOPs).
- Establish maintenance and calibration strategy for all facility services, utilities, equipment and instruments
- Work to the highest scientific and safety standards in the facility and ensure SSOW area applied when working.
- Lead first response to any breakdowns and troubleshooting activities
- Perform simple maintenance and calibration activities and document appropriately.
- Responsible for ensuring all external contractors performing any calibration and maintenance are suitably competent to perform tasks. In addition, work with QA dept to ensure that they are appropriately approved.
- Establish efficient and effective work practises in the facility.
- Perform facility management tasks as required, such as stock control, Inventory Receipt, equipment calibration & maintenance scheduling, provision and control of personal protective equipment, completion of safety assessments and inspections and other activities generally require for the safe and effective running of the Seda CMS Manufacturing area and Laboratory.
- Support to external audits such as customer and regulatory inspections
- Perform administrative tasks as required such as preparation of invoices, filling, shredding, postage etc.
- With the support of Senior members of Seda CMS bring the right / specific scientific thinking together with pragmatic design thinking to deliver product and technology solutions for client's compounds and products.
- Participate and present at network events, conferences.
- Other activities as required.

Person specification

- Educated to Degree Level in a relevant subject and ideally at least 2 years' experience working in a facilities maintenance role in a GMP Environment in the pharmaceutical industry
- Evidence of ability to lead and work as part of a team

- Evidence of ability to meet deadlines and targets
- Evidence of the ability to communicate well, both written and spoken English and to present to an audience
- Ability to see the big picture and meet the needs of the client.
- Industrious
- Self-motivated, able to operate independently
- Self-development mindset with a drive to learn.