

**Job Description**.....(post holder)

<b>Post:</b>	Production Manager
<b>Section:</b>	Operations
<b>Reports to:</b>	Operations Director
<b>Relationships:</b>	Line Manager, all Senior Scientists, Scientists and Senior QC scientist. The Quality manager.
<b>Summary:</b>	This hands-on role is one of production management and scheduling across all manufacturing operations of the Company. The post-holder will be expected to deliver outstanding service, improve quality and control costs within the teams all within our highly regulated business. This will mean developing new initiatives rather than relying on the existing and then confidently deploying and managing change. We expect that value can be increased and costs decreased and we require strong year-on-year growth. Generally, the post-holder will be expected to deliver results once business has been secured but they should expect to be called upon to play a part in business development and feel confident representing the Company.
<b>Role specific duties:</b>	<ul style="list-style-type: none"> <li>▪ Coordinate production runs and delegate tasks to other members of the team</li> <li>▪ Supervise and perform general lab procedure ensuring staff follow the highest standards</li> <li>▪ Reagent preparation, dispensing and loading of the freeze driers following SOP's and other quality procedures.</li> <li>▪ Complete and sign off the paperwork for the production runs.</li> <li>▪ Complete reconciliation during labelling and packing</li> <li>▪ Liaising with external clients, ensuring stock reagents are in place and feedback on each run is communicated</li> <li>▪ Dealing with clients' questions and any alterations in their requirements</li> <li>▪ Continuously improving the production performance and update paperwork in line with the quality systems</li> <li>▪ Validation of process / equipment</li> <li>▪ Control stocks – ensure minimal errors on system</li> <li>▪ Ordering goods and services</li> <li>▪ Assist in the transfer to production of clients IVD product lines and the generation and design of new production documentation</li> </ul>
<b>General duties:</b>	<ul style="list-style-type: none"> <li>▪ To always dress and act in a professional manner.</li> <li>▪ To lead by example, demonstrating professionalism to colleagues commensurate with post.</li> <li>▪ To comply with all quality control procedures to support maintenance of the Biofortuna Quality Management System.</li> <li>▪ To comply with safe working practices</li> <li>▪ To participate and reasonably engage in the Annual Joint Staff Review process</li> <li>▪ To perform any other duties as may be reasonably required commensurate with grade and experience.</li> </ul>
<b>This job description is subject to periodic revision in consultation with the post-holder.</b>	

**Signed by Post-Holder:**

**Date:**

**Signed by Line Manager:**

**Date:**