



Assistant Facilities and Equipment Co-Ordinator (maternity cover)

Based at the Edinburgh BioQuarter, RoslinCT is a leading Contract Manufacturing and Development organisation within the cellular therapies/ATMPs field, performing cutting edge investigational medicinal product manufacture for clinical trials across Europe and the US.

An exciting new opportunity has arisen within RoslinCT for an **Assistant Facilities and Equipment Co-ordinator** on a maternity cover contract. This new position provides the right individual the opportunity to further their experience in this type of role and provide a key support service across Cell Therapy Operations.

Candidates for this role must also be able to demonstrate a strong commitment to our Core Values, and so should be:

- Passionate about Customer Satisfaction
- Able to support a 'one team' approach
- A great communicator
- Committed to personal growth and development
- Accountable for their work

Main Function:

This role of **Assistant Facilities and Equipment Co-Ordinator** will report directly to the **Head of Manufacturing Operations** and will oversee the maintenance of equipment and facilities across RoslinCT's cGMP clean room manufacturing, QC and development facilities.

Specific Responsibilities:

Your roles and responsibilities as the Assistant Facilities and Equipment Co-Ordinator will vary but may include:

- Ensure facilities and equipment are maintained to meet operational demands and current Good Manufacturing Practice (cGMP) requirements.
- Co-ordinate maintenance and repair schedules to ensure minimum disruption to the operation through a schedule of planned preventative maintenance and unplanned maintenance/repairs as required.
- Work with contractors and equipment providers to provide on-site facilities support/repairs.
- Completion and review of GMP documentation, including but not limited to maintenance records, incidents/deviations, change controls, risk assessments and Standard Operating Procedures.
- Ensure data integrity and record keeping in accordance with cGMP.
- Perform and co-ordinate regular PAT testing of equipment.
- Training staff in facility and equipment procedures both operational and safety.
- Updating Q-Pulse asset module to ensure current status reflected.
- Raising POs for future works, contracts and spare supplies.

- Temperature mapping of temperature controlled units.
- Work closely with the Validation team and support the validation of new and existing facilities and equipment.

Qualifications Required:

The post holder will have;

- An appropriate Engineering/Scientific qualification or relevant industrial experience e.g. within a cGMP manufacturing operation.
- Formal qualifications in biological and chemical safety would be welcomed but not essential.

Skills/Experience Required:

The ideal candidate will also have:

- Experience in a TPM led environment.
- Experience in maintenance, repair and calibration of lab/manufacturing equipment.
- Experience of working within a scientific environment.
- Proficiency with computer software such as Microsoft Word and Excel.
- Excellent communication and interpersonal skills with good organisational and time management skills.
- Excellent administration & record keeping skills and attention to detail.

Behaviours Required:

- Flexibility and the ability to work to deadline and deliver results.
- The ability to work effectively within a small team alongside determination to succeed, with a "can do attitude".
- Customer service mindset.
- Creating a positive environment through self-awareness and social skills.
- Emotional resilience and an ability to work under pressure with good humour.

Benefits:

- Group Personal Pension Plan: 3% Employee contribution with an Employer contribution of initially 5% for the first year of joining the scheme then a 1% increase per year until a maximum of 8% is reached.
- Group Life Cover, 3X Salary
- Health4All Cash Plan where you are able to claim cash back towards dental check-ups and treatment, new glasses, contact lenses and therapy treatments such as physiotherapy and chiropody and more.
- Employee Assistance Programme
- 31 days annual leave with an extra day from 3 years' service and a further day from 5 years' service.
- 4 public holidays

Location: Edinburgh BioQuarter. Please ensure you can realistically commute to our site as we have limited parking available.

To apply, please send your CV, a covering letter with your salary expectation and confirmation you have the right to work in the UK to jobs@roslinct.com