

## **Job Description**

<b>Job Title:</b>	Engineer (Day Shift)
<b>Reporting to:</b>	Head of Engineering and Facilities
<b>Location:</b>	Gunnels Wood Road, Stevenage, Hertfordshire, SG1 2FX

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The Cell and Gene Therapy Catapult (CGT Catapult) is an independent innovation and technology organisation committed to the advancement of cell and gene therapies with a vision of a thriving industry delivering life changing advanced therapies to the world. It creates powerful collaborations which overcome challenges to the advancement of the sector.

With over 400 experts covering all aspects of advanced therapies, it applies its unique capabilities and assets, in collaboration with academia, industry and healthcare providers to develop new technology and innovation.

The CGT Catapult works with Innovate UK.

### **Purpose of Role:**

This is an operational role undertaking the day-to-day mechanical, electrical engineering, and facilities management activities within the CGT Catapult Stevenage Manufacturing Innovation Centre (S-MIC). The Engineering department operate 4-on/4-off shift pattern consisting of a 'day shift' working 7:00am-7:00pm and a 'night shift' working 7:00pm-7:00am to ensure all operational demands are met. During periods of increased operational activity, the Engineering department will incorporate an 'on-call' rota whereby they may be required to attend the CGT Catapult S-MIC outside of main working hours.

### **Key Accountabilities:**

- The delivery of the Engineering Maintenance Strategy in a safe, quality-focussed, and cost-effective manner. Specifically, to undertake a Preventive and Predictive maintenance strategy for all of the assets on site.
- To partake in the facilities and engineering area quality compliance systems and ongoing improvement in quality performance and right first-time culture. This will be in accordance with statutory, regulatory and company standards, procedures and systems regarding relevant cGMP and Quality Systems in the workplace.
- To take a leading role maintaining the facility as a profitable and reliable company asset. To maintain facility asset databases, maintenance schedules and technical SOPs.

- Provide knowledge and technical support in the event of equipment and plant failure.
- To ensure preventative maintenance tasks are completed in accordance with the preventative maintenance plan. Report and repair any identified faults.
- To ensure plant/equipment breakdowns are repaired in an efficient, timely and cost-effective way, and reduce down time of plant/equipment, creating a safer working environment with less accidents and improved efficiencies.
- Work to Good Engineering Practices (GEP) including maintaining engineering standards and general housekeeping, and adherence to business, GMP, and safety processes.
- Follow the Work Order Management process, to drive efficient execution of maintenance tasks through detailed planning and scheduling.
- Undertake high levels of PM and Calibration Schedule Compliance.
- Participation in “out of normal hours working” will be required in instances of plant failure and/or increased operational activity.

Other key duties:

- Ensure full compliance with Health, Safety, and Environmental legislation, including Statutory Regulations, Risk Assessments and Method Statements, Contractor Control, Fire Regulations, and all other applicable legislation.
- Maintain excellent relationships with all CGT Catapult & Collaborator personnel and service providers ensuring effective feedback and communication is maintained at all times.
- Work within a multi-disciplinary team and matrix environment to ensure the successful delivery of CGT Catapult/Collaborator projects.
- Liaise with Collaborators and other CGT Catapult teams to ensure resources are used efficiently and effectively.
- Any other duty as required commensurate with the post.

**Experience:**

- Minimum 3 years’ proven experience in a similar role(s).
- Proven industry experience working within a GMP manufacturing environment, ideally within the Pharmaceutical/Biological sector. Specific experience working within clean room environments and HVAC is highly desirable
- Experience of working within a GMP Engineering/Facilities Management team in a pharmaceutical manufacturing facility ideally within a large multifunctional site.
- Proven first-hand experience of working with PPM Systems.
- Previous experience in managing contractor team(s).

**Knowledge / Skills / Competencies:**

- Highly motivated, pragmatic and practical to support the mission of the Cell and Gene Therapy Catapult to accelerate the development of a commercial cell and gene therapy based industry in the UK

- Desire to establish a high profile career within cell and gene sector and the personal drive to help push the sector to be a commercial success.
- Proven knowledge of EU/MHRA/HTA/HFEA and FDA regulatory requirements.
- Proven knowledge of Environmental and Health and Safety legislation.
- Proven understanding of Building Services, M&E systems, building fabric and BMS, EMS systems and operation.
- Proven ability to work on complex building related issues.
- Very good written and verbal communication skills.
- Resilient, with the ability to manage multiple and varied tasks and prioritise workload within a fast-paced professional environment and work both reactively and pro-actively.
- Organised and accurate with a strong focus on attention to detail.
- Ambitious, collaborative, driven.
- Ability to work independently, able to take the initiative when completing tasks, and comfortable operating autonomously once goals and objectives are set.
- Ability to quickly establish credibility and build rapport and trust.
- Proven ability to engage constructively with colleagues at all levels across different departments to deliver objectives and to respond to a wide range of customer and management needs.
- Proven diplomacy skills with diverse groups of internal and external stakeholders.
- A good team player with a hands-on approach, and adaptable to new challenges.
- Experience of standard Microsoft packages.
- A positive attitude towards learning, personal and professional development.
- Keeps up to date with professional knowledge, expertise, and best practice.
- Willingness to travel.

**Education / Qualifications:**

- Educated to degree level or an equivalent recognised professional technical qualification.
- Member of relevant professional institution e.g., CMI, CIBSE, BIFM, CIOB and evidence of continued Professional Development (CPD).