



Job Description & Person Specification	
Post title: Clean Room Co-ordinator	Post No: 008342
School or Department: Science and Technology	Date created: 17 December 2020
Grade: F	Hours per week: 37
Fixed term end date (if applicable):	
Other requirements of the role:	
Immediate line manager: Gemma Bray	
Title & Grade of posts line managed by postholder: N/A	

Job purpose:

As a member of the MTIF team, ensure the clean room facilities are maintained and run in accordance with the appropriate ISO and GMP standards, provide technical support and guidance to customers for the following areas:

A) Area/s supported

- 1. MTIF Boots Enterprise Zone (BEZ)**
- 2. MTIF Clifton**

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

B) Principal Duties

- Ensure the MTIF clean room facilities comply with appropriate quality assurance, safety and environmental standards for the development and manufacture of innovative Medical Technologies.
- Co-ordinate with suppliers such as preventative maintenance engineers, cleanroom specialists, laundry services, and security services to ensure an exceptional experience for clients.
- Co-ordinate with clients regarding their specific requirements for the services provided by the facility, such as equipment, room layout, consumable needs etc
- Provide relevant cleanroom training to clients to familiarise them with cleanroom usage protocols.
- Investigation of events and provision of reports through Facility Monitoring System (FMS)
- Monitor and maintain compliance of particulate levels, performing environmental monitoring of microbiological levels, including collection and shipping of plates and recording air pressure differentials to ISO level 6 / GMP Grade C at MTIF Clifton.
- Monitor and maintain compliance of particulate levels, performing environmental monitoring of microbiological levels, including collection and shipping of plates and recording air pressure differentials to GMP Grade C / ISO 6 for MTIF (BEZ).
- Ensure a preventative maintenance program for the clean room facilities is adhered to accordance with manufacturer guidelines and validation data.
- Maintain data sheets with respect to room use, cleaning, inspection, maintenance and validation within a Quality Management System (ISO 13485).
- Co-ordinate with vendors for repair in the event of equipment malfunction ensuring the clean room facilities are not compromised and customers projects are not adversely affected.

- Responsibility for requisition of stock of equipment and consumables for clean room facilities, monitoring expenditure against a defined budget, including anticipation of future requirements.

The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, such as a requirement to work outside normal office hours dependant on the needs of the business.

Personal Attributes		
Attributes	Essential	Desirable
Knowledge	<p>Technical knowledge of working within a regulated environment.</p> <p>Knowledge and experience within a clean room relating to Medical Technology, Pharmaceutical or Electronics industry.</p>	<p>Knowledge of GMP and ISO standards.</p>
Skills	<p>Good standard of IT literacy, able to use relevant software packages</p> <p>Excellent communication skills, with experience of communication at all levels of personnel through a variety of mediums, including the ability to deal with sensitive issues where necessary</p> <p>Ability to work in a consistent, logical manner with close attention to detail.</p> <p>Good organisational and time management skills.</p>	<p>Ability to use relevant software packages, such as MS Office.</p> <p>Ability to take initiative and work independently but also happy working as part of a team.</p>
Experience	<p>Significant experience of working to detailed SOPs.</p> <p>Experience of working in a regulated environment.</p> <p>Experience of troubleshooting a wide range of issues, escalating complex or serious issues as appropriate.</p> <p>Experience of meeting the needs of customers.</p>	<p>Experience of GMP and ISO working.</p> <p>Experience of liaising with reps and vendors</p>
Qualifications	<p>Educated to NVQ Level 3, City and Guilds level 3, 3 A levels, ONC/OND or equivalent.</p> <p>Recognised apprenticeship in a relevant area of work, or equivalent.</p>	<p>Relevant degree or equivalent Medical Technology qualification.</p> <p>Professional registration or a willingness to work towards it</p>

Competencies	
Essential Competencies	Level
<p><u>Customer Focus</u> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.</p>	2
<p><u>Creativity and Innovation</u> Seeks out, reviews and implements new ways of working to improve delivery of service.</p>	2
<p><u>Adaptability</u> Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.</p>	2
<p><u>Organisation and Delivery</u> Plans time effectively to achieve results in day to day work. Is organised and prioritises work appropriately.</p>	1
<p><u>Communicating and Influencing</u> Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p>	2

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by: Clean Room Team Leader
