

E&I Technician – Job Description

Role Purpose:

The Maintenance Technician – Electrical & Instrumentation (E&I) is responsible for maintaining the reliability, availability and integrity of CPI's plant, equipment and facilities. The role delivers preventative and reactive maintenance, calibration, fault finding, repairs and modifications to ensure assets operate safely, efficiently and in compliance with all Safety, Health, Environmental (SHE), Quality and regulatory requirements.

Working as part of the Asset Engineering team, the postholder will support operational activities, maintenance projects and continuous improvement initiatives, contributing to the successful delivery of site objectives.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To carry out routine maintenance tasks in line with agreed schedule, recording all results in the appropriate system and reporting back on any anomalies.
- To take on responsibility for carrying out maintenance activities, modifications and calibrations to existing facilities and will be expected to work to maintenance schedules based on plant demands and equipment specifications.
- Maintain maintenance records through CMMS (computerised maintenance management system).
- To develop routines for existing and new equipment and plant subject to the requirement of the team(s).
- To respond in a timely fashion to breakdown conditions and work in such a way as to minimise downtime.
- To support the Project Engineer and others in the Asset Engineering Team and Operations teams as required achieving high levels of availability and plant integrity.
- To provide maintenance cover throughout the working day and at times, during out of hours working (extended days and weekends).
- To keep self-up to date with developments in areas relevant to role, and/or legislative and SHE related changes as communicated by senior colleagues, ensuring understanding of these and any associated new best practice, methods, or techniques.
- To set up, plan and execute calibration procedures and routines, interpret, and report the results of these within agreed timescales and quality standards, and in accordance with project / client requirements.
- To be responsible for providing clearly documented records of technical data, decisions, methodologies, and calculations used in an agreed format.

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- To take ownership in agreeing weekly workplans with line manager, project manager(s) and other relevant stakeholders, and delivering plan to agreed schedule.
- To be responsible for the calibration of equipment to ensure it operates safely, is performing within expected specifications and is available to meet customer needs.
- To troubleshoot issues to identify root cause of more complex problems, rectifying or escalating as appropriate. Where applicable, act as Tool Owner or Deputy Tool Owner, acting as first point of contact for queries.

Responsibilities specific to role:

- Scope Maintenance Work Requests (MWRs), including assessing safety requirements, technical constraints, operational impact, resource requirements and budget estimates.
- Work with Maintenance Team Leaders to plan, resource and deliver Maintenance Work Requests (MWRs) and Engineering Work Requests (EWRs) in line with agreed schedules and customer requirements.
- Provide technical expertise and support to the Maintenance, Operations and Asset Engineering teams.
- Support the delivery of engineering projects, including equipment installation, commissioning, modification and upgrades.
- Work closely with Operations teams to understand operational priorities and attend planning meetings as required.
- Liaise with suppliers and vendors to specify and source new and replacement electrical and instrumentation equipment.
- Identify, develop and implement engineering improvements that enhance equipment reliability, plant performance and operational efficiency.
- Work collaboratively with external contractors supporting process utilities, including gas, steam, compressed air, cooling and waste handling systems, ensuring the safe and reliable operation of CPI's technical assets.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

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Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions, and undesirable results.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to Level 3 or equivalent in an Engineering discipline plus industrial experience. Or Time served apprenticeship plus relevant industrial experience.	Educated to HND level (or equivalent) in a technical subject. Or Educated to HNC (or Level 4 equivalent) in an Engineering discipline plus relevant industrial experience. Or Educated to HND / Foundation Degree level (or Level 5 equivalent) in an Engineering discipline.

Competencies and behaviours	
Leadership (Core)	Decision Making (Enabling)
Respects and values our diverse people and the differing talents, skills and backgrounds that they bring to projects and day-to-day work.	- Pro-actively identifies and prioritises the key issues involved to facilitate the decision-making process. - Seeks input from the relevant stakeholders when appropriate,

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- Has a positive influence on those they are in contact with. - Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. - Aligns their behaviours and actions to our PRIDE values, vision and goals.	considers risks, and takes accountability for the impact a decision may have on others. - Makes decisions in a timely manner. - Identifies the key factors in a complex problem.
Communication (Core)	Developing self and others (Enabling)
- Communicates in a clear and concise manner, covering all relevant points in a timely manner. - Uses the appropriate route and format to communicate. - Confirms understanding of others communication. - Asks questions to understand other people's viewpoints, keeping an open mind and embracing new ideas.	- Supports others in their development. - Is personally committed to, and actively seeks, opportunities to improve continuously. - Is comfortable learning from the experiences of others and recognises the differing strengths of team members. - Provides honest helpful feedback to others on their performance. - Insightful about self, strengths, and limitations, and how to maximise contribution.
Collaboration (Enabling)	Delivery (Enabling)
- Understands the value of establishing effective and supportive relationships, and collaborative working. - Actively listens, questions and observes body language so as to understand communication from others. - Cultivates and maintains partnerships across departments to deliver impactful innovations for the business as a whole.	- Prioritises activities based on their impact and strategic importance. - Takes responsibility and monitors own performance. - Can articulate how their work feeds into projects. - Creates and exploits useful metrics. - Displays commitment and engagement to own work. - Pursues everything with energy, drive, and a need to finish, even when faced with setbacks or resistance.

Knowledge and Experience:

Essential:	Desirable:
Will possess foundation of technical knowledge and some specialist knowledge in	IMechE registration / membership.

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electrical and instrumentation, as well as evidence of technical problem solving.

Will exhibit basic knowledge of principles and practices in electrical and instrumentation, as well as some relevant experience of practical, technical-based work gained in industrial environments.

Can demonstrate evidence of knowledge sharing and network building practice across teams or groups.

Has ability to identify issues and apply necessary techniques to achieve a satisfactory solution to contribute to business activities in electrical and instrumentation.

Has confidence to use own judgement and initiative within more complex activities within functional area, as well as an understanding of when to seek advice from manager or colleagues.

Signature of Job Holder

By signing this you confirm you have read, understood, and agree to work in alignment with the above job description.

**Printed
name**

Signature

Date