Title: Documentation Officer

Bova Special UK is a manufacturer of veterinary medicines that is regulated by the Veterinary Medicines Directorate (VMD). Bova UK holds ManSA license (Manufacturer 'Specials' Authorisation-(Veterinary) to manufacture sterile and non-sterile products.

The stringent regulations set out by the Veterinary Medicines Directorate (VMD) is testimony to the quality of medications produced at Bova UK. The well-established quality culture ensures that the business remains compliant with current Good Manufacturing Practices (cGMP) and Good laboratory practices (GLP)

The Bova UK team are led by experienced professionals in the pharmaceutical manufacturing industry.

Autonomy to develop in the specified role is a key differentiator of working within a rapidly expanding company where your contribution is shaping the future of the business.

Self-determination and continuing education is vital for the development of the business and its individuals to ensure an effective working culture. We are looking for candidates who will champion their role and bring new ideas and concepts to drive innovation.

Bova UK manufactures various dosage forms such as solid, semi-solid, liquid, sterile injectable and ophthalmic preparations using a range of equipment and machinery. Analytical labs & microbial labs play a critical role in our operations. All the raw materials and finished products are tested against set standards as per ICH guidelines. Analytical labs also perform stability studies on new & existing products to monitor and improve the product quality and patient safety.

Salary packages are designed to commensurate employees for their skill set and contribution to Bova UK and include the Pension, health insurance, and other benefits such as discount memberships to third party service providers including gym membership.

We are looking for candidates who can demonstrate their competencies, have a vision for their career and can seamlessly integrate with our forward-thinking team.

Operational Relationships:

Responsible to Production Manager and Accountable to Operations Director.

Qualifications:

To discharge these duties successfully the applicant must be able to perform the roles outlined below to the satisfactory level and have obtained the necessary qualifications. (see people specification for more details)

Main Duties & Responsibilities

This job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list. It may therefore be varied so that changing needs of the service can be met, in consultation with the post holder.

Documentation

1. To comply with the organisation's Documentation Policy.
2. To generate and check bespoke manufacturing records and labels.
3. To generate and check batch manufacturing records as per planned schedule.
4. To ensure all documentation associated within manufacturing activities is recorded contemporaneously and is clearly written.
5. To assist production in all documentation related activities prior to submission to QA.
6. Generate and control batch documentation and other relevant documents to meet regulatory and business needs.
7. Filing released products worksheets, monthly filing of all facility logs.
8. Assisting in filing customer orders.
9. Assist in archiving all facility related documents.
10. Proactively contribute towards changes and developments which the documentation area.
11. To ensure the working environment is maintained and in a tidy state and to report any repair works/maintenance to production manager/Operations director.
12. Assisting in labelling of finished batch products.
13. Maintain the KPI's for the documentation area and report daily electronically in the KPI spreadsheet.
14. To ensure all Controlled drug documentation is filed and archived correctly as per the procedure.
15. To participate in the CD stock counts.
16. To be able to retrieve all archived batch manufacturing records and customer orders within 5 minutes of being requested.
17. To ensure all printing equipment is set up correctly and fully functional, any issues to be reported to the production Manager/Operations Director.

Stock Maintenance

1. To order stock for documentation area, liaise with the procurement manager to order the required supplies.
2. To ensure the stock levels for paper, wallets, product labels, ink cartridges and other critical printing equipment is maintained as per the stock list provide. Any stock related issues need to be highlighted to the production manager in a timely manner.
3. Participate in regular stock level reviews with Production Manager.

4. Quality

1. To report any deviations observed to the Production Manager
2. To assist QA in deviation investigations, complaint investigations and completion of corrective and preventative actions
3. To maintain personal training records
4. To assist QA to write and update Standard operating procedures for documentation related activities.
5. Assist QA, QC, and Production during regulatory or customer audits

General skill Set required by Bova UK:

1. Minimum education to GCSE or equivalent.
2. Demonstrate an ability to read and interpret documents which relate to health & safety and regulations, operating and maintenance instructions, and procedure manuals.
3. Demonstrate an ability to calculate basic and advanced figures which may include, but are not limited to, discounts, solutions strengths, concentrations, proportions, percentages, weights and volumes.
4. Must demonstrate an understanding of the importance of time management, following instructions and organisational skills.
5. Must possess exemplary computer skills and knowledge and be able to adapt to and learn any new computer software that may need be implemented.
6. Have an ability to follow manufacturing instructions for sterile and non-sterile dosage forms
7. Have an ability to follow complex, multistep manufacturing instructions and manufacture in compliance with good manufacturing practice.
8. Must be able to execute the physical demands required for this role including manual handling of equipment and materials.
9. Must demonstrate a willingness to work with chemicals in knowledge of potential side effects, and must ensure that all staff follow the procedures to ensure safe handling of hazardous chemicals.
10. Must demonstrate an ability to conduct complex procedures in an environment in which the noise level may be moderate, and be accurate and prompt.
11. Must demonstrate an ability to perform repetitive work within a busy manufacturing environment
12. Must have professional telephone etiquette skills or have the capacity and willingness to develop these.

13. Must demonstrate excellent communication skills with other staff, suppliers and customers
14. Must be able to work on a multi-departmental level within the organisation to accomplish the overall business goals
15. Respond to correspondence (phone, email, mail or other) in a timely and efficient manner.
16. Other reasonable duties as assigned by senior management on an ad hoc basis.

Attribute	Essential	Desirable
Education and Qualifications	To be educated to secondary school standard. GCSE or equivalent in English and Mathematics.	English as a first and native language.
Skills and Abilities	Good oral / written communication skills. Basic numeracy skills. Good time management skills. Must be methodical and pay attention to detail. Demonstrated ability to work to set procedures & processes Able to work independently and as a team member. Able to work under pressure accurately. Able to sit or stand in a restricted position at a workstation for periods of the working time Able to prioritise and organise routine daily tasks using own initiative Able to clearly and accurately complete routine documentation Good manipulation skills. Basic IT skills including email, word processing, spreadsheets and data entry	Understanding of the principles of Good Manufacturing Practices and Good documentation practices (GDP) and Quality Assurance (QA) in a manufacturing environment
Experience	Transferable skills from current post or previous experience	Working within a manufacturing related industry. Working within a GMP/GDP environment
Personal Qualities	Punctual, honest, reliable. Polite and diplomatic. Motivated Adaptable & flexible	Interest in pharmaceutical manufacturing processes

Employee Name **Date**

Employee Signature **Date**

Supervisor Signature **Date**