

Position Description

Job Title	Facilities Specialist
Location / Department	Cell Therapies Pty Ltd Level 9, 305 Grattan Street Melbourne VIC 3000
Reporting to	Senior Operations Manager
Main Purpose of Position	<p>The Facilities Specialist is responsible for the hands-on development and execution of medium to long term facilities and infrastructure plans to ensure the GMP manufacturing environment remains compliant, scalable, and aligned with CTPL's evolving clinical and commercial production requirements.</p> <p>This role actively executes operational activities that support broader facility and infrastructure strategies. It contributes to lifecycle planning, ensures infrastructure reliability, and delivers improvement initiatives to maintain uninterrupted operations and ongoing regulatory compliance. Facility projects are executed in line with pre-defined plans and priorities set by the Senior Operations Manager and Chief Operating Officer.</p> <p>This is an individual contributor role with no direct line management responsibility. The position works closely with the Senior Operations Manager and Facilities team to translate strategic direction into practical, executable outcomes across facility operations, maintenance, and improvement initiatives.</p>
Number of Direct Reports	Nil
Key Relationships	<p><u>Internal:</u> Production, Quality Control, Quality Assurance, Supply Chain and Validation Teams</p> <p><u>External:</u> Peter Mac Building Partners (Honeywell), external vendors and contractors</p>
Skills and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • A tertiary qualification (certificate or diploma) in a life sciences or equivalent industry experience. • Experience in a facility role in a GMP, Cell and Gene Therapy, pharmaceutical, biotech, or medical device manufacturing environment • Strong understanding of GMP compliance, Annex 1m and PIC/S requirements • Demonstrated experience coordinating with maintenance teams and external vendors • Ability to manage shifting priorities to meet critical deadlines in a fast paced and dynamic, growing environment, while providing clear direction to team members <p>Desirable:</p>

	<ul style="list-style-type: none"> • Experience in mechanical, electronic, and automation systems in a manufacturing environment. Understanding of maintenance techniques and construction practices. • Understanding and Experience to read design drawings and schematics. • Ability to establish key stakeholder relationships with internal and external stakeholders to influence and build strong working relationships at all levels within the organisation. • Advanced knowledge of facility operations including best industry practices, application of principles, concepts, practices, standards, validation, and qualification within a cGMP manufacturing environment;
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Key Accountabilities	Demonstrated by / Key Performance Indicators
Facility Planning	<ul style="list-style-type: none"> • Plan and coordinate facility shutdown activities in line with approved project plans set by the Senior Operations Manager, ensuring maintenance, upgrade, and validation activities are delivered with minimal operational disruption. • Execution of day to day shutdown activities is supported by the Facilities Coordinator and Facilities team. • Manage and maintain the lifecycle of building systems, utilities, and facility modifications to maintain reliability, capacity, and compliance
Quality Improvements and adherence	<ul style="list-style-type: none"> • Support the implementation of compliance initiatives, including those arising from updates to Annex 1, PIC/S and other regulatory framework changes impacting facility design, operation, and qualification. • Undertake continuous improvement initiatives for the management of facility equipment and utilities Take ownership for, develops and/or continually improves maintenance programs.
Equipment Management	<ul style="list-style-type: none"> • In collaboration with the Senior Operations Manager, execute the installation, commissioning, and qualification of facility and manufacturing equipment within a cGMP environment, in line with approved project plans, ensuring alignment with design specifications, GMP requirements, and operational readiness • Execute the implementation, integration, and continuous improvement of electronic equipment management systems (e.g. CMMS or digital asset management platforms), in line with approved project plans, ensuring alignment with GMP requirements and operational needs • Ongoing system operation, maintenance, and data integrity are managed by the Facilities Coordinator.

Works as part of a team	<ul style="list-style-type: none"> • Communicates and cooperates with co-workers to ensure work is completed within appropriate timeframes in a harmonious manner.
Health, Safety and Environment Obligations	<ul style="list-style-type: none"> • Take reasonable care for their own health, safety & wellbeing as well as others. • Comply with any reasonable CTPL instruction, including the use of safety equipment and PPE. • Ensure their personal fitness for work. • Notify and report to their supervisor / Line Manager as early as practical any hazard, hazardous process, incident or injury. • Participate in incident investigations and/or risk assessments when requested. • Provide a supportive environment for injured employees returning to work. • Support the OH&S coordinators initiatives and promote a safe and healthy workplace