

SKILLS FRAMEWORK FOR BIOPHARMACEUTICALS MANUFACTURING SKILLS MAP - SITE DIRECTOR/HEAD		
Sector	Biopharmaceuticals Manufacturing	
Track	General Management	
Occupation	Director	
Job Role	Site Director/Head	
Job Role Description	<p>The Site Director/Head is responsible for steering the manufacturing site towards achieving its strategic objectives by establishing and cascading key performance indicators (KPI), fostering a culture of collaboration across departments and overseeing financial planning and budgeting activities. He/She explores and identifies opportunities for investments to grow manufacturing operations and upgrade facilities. He also mentors and develops talents for future leaders and oversees the learning and development, succession planning and talent management activities. He is responsible for compliance across the manufacturing site with Health, Safety and Environment (HSE) policies, international regulations and Current Good Manufacturing Practices (CGMPs). He oversees the development of business continuity plans and spearheads response to major incidents or events.</p> <p>The Site Director/Head has overall accountability for the performance of the manufacturing site. He is an inspirational and people-oriented leader with the energy and commitment to drive large teams toward achieving excellence. He possesses a strategic and forward-thinking mindset and a global sense of perspective when spearheading plans and decisions for the organisation.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Drive organisational strategies	Establish long term objectives, plans and key performance indicators for the manufacturing site based on the organisation's strategies
		Oversee the development of policies and processes to meet the long-term objectives
		Steer the organisation to achieve excellence in a globalised environment
		Spearhead growth strategies and drive value-creation
		Lead organisational change initiatives
	Lead business development efforts	Develop strategic business networks
		Collaborate with business partners to maintain and strengthen business relationships
		Support regional leadership team in gaining investments for the manufacturing site
	Direct manufacturing operations	Oversee allocation of resources, equipment and infrastructure to support manufacturing operations
Facilitate collaborations between departments to ensure manufacturing processes meet required performance		

		levels and Current Good Manufacturing Practices (CGMPs) standards		
		Direct financial planning and budgeting activities across the site		
		Foster a culture of high performance amongst employees		
		Oversee succession planning and management, capability development and employee engagement initiatives		
		Act as a mentor to develop talents		
	Strive for continuous improvement	Drive efficiency in the manufacturing site		
		Keep abreast of key trends and best practices in the biopharmaceuticals manufacturing industry		
		Innovate and create a culture that encourages innovation		
		Challenge new ideas while actively balancing risks and opportunities		
		Leverage synergies among teams and departments <to do what>		
	Manage risk and regulatory compliance	Establish the change management strategies and policies to support critical transformation		
		Establish the organisation's governance, compliance and Health, Safety and Environment (HSE) policies and procedures		
		Approve the risk management strategies for the manufacturing site		
		Lead development of business continuity frameworks, policies, strategies and plans		
			Lead response to major business disruptions or incidents	
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Budgeting	Level 5	Decision Making	Advanced
	Business Continuity Management	Level 6	Global Mindset	Advanced
	Business Networking	Level 6	Leadership	Advanced
	Business Performance Management	Level 6	Managing Diversity	Advanced
	Business Planning	Level 6	Transdisciplinary Thinking	Advanced
	Change Management	Level 6		
	Conflict Resolution	Level 6		
	Continuous Improvement	Level 5		
	Good Manufacturing Practices Implementation	Level 5		
	Innovation Management	Level 6		
	Risk Management	Level 6		
	Strategy Development	Level 6		
	Technical Presentation	Level 6		

**Programme
Listing**

For a list of Training Programmes available for the Biopharmaceuticals Manufacturing sector, please visit:
www.skillsfuture.sg/skills-framework/biopharmmmfg

The information contained in this document serves as a guide.