

<b>SKILLS FRAMEWORK FOR BIOPHARMACEUTICALS MANUFACTURING</b> <b>SKILLS MAP - PRODUCTION DIRECTOR</b>		
<b>Sector</b>	Biopharmaceuticals Manufacturing	
<b>Track</b>	Production	
<b>Occupation</b>	Director	
<b>Job Role</b>	Production Director	
<b>Job Role Description</b>	<p>The Production Director is responsible for all major decisions for the Production department such as production plans, targets, budgets and improvements. He/She establishes the strategies for the biopharmaceutical manufacturing plants to achieve production targets and spearheads cross-functional collaboration and continuous improvements for the manufacturing facility. The Production Director manages the distribution of department budgets to different teams and projects based on organisational needs and has overall accountability for the management of production operations within the biopharmaceuticals manufacturing facilities. He is responsible for the department's operations meeting Quality and Health, Safety and Environment (HSE) regulations, Current Good Manufacturing Practices (CGMPs) and other regulatory standards. He approves Business Continuity Plans (BCPs) and steps in to lead in situations where significant delays, lapses and emergencies threaten to affect production operations.</p> <p>The Production Director adopts a broad perspective and a global mindset especially when making key strategic decisions. He displays superior leadership and interpersonal skills in developing capabilities and building strong teams to drive the department's activities.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Manage production operations	Set productivity, efficiency and volume targets for the Production department in line with organisational objectives
		Establish robust operating structures for the department to support business objectives and priorities
		Deliver regular reports on productivity to senior management
		Define the required capabilities for the Production department to support business objectives
		Allocate the overall production budgets to different teams and projects
	Improve production operations	Foster a culture of cross-departmental collaboration and continuous improvement to drive operational excellence
		Approve improvement solutions and initiatives for the Production department
Manage risk and regulatory compliance	Approve the risk management plans for the department	
	Keep abreast of changes to local and international Quality and Health, Safety and Environment (HSE) regulations that the organisation needs to comply with	

		Collaborate with the Quality department to review overall compliance of manufacturing processes with required Current Good Manufacturing Practices (CGMPs)		
		Approve business continuity policies, strategies and plans		
		Lead the implementation of Business Continuity Plans (BCPs) in the event of emergencies that affect production operations		
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies (Top 5)</b>	
	Big Data Analysis	Level 5	Communication	Advanced
	Biorisk Management	Level 5	Decision Making	Advanced
	Budgeting	Level 5	Developing People	Advanced
	Business Continuity Management	Level 5	Global Mindset	Advanced
	Business Networking	Level 5	Leadership	Advanced
	Business Performance Management	Level 5		
	Business Planning	Level 5		
	Change Management	Level 5		
	Chemical Risk Management	Level 5		
	Conflict Resolution	Level 5		
	Continuous Improvement	Level 5		
	Emergency and Crisis Situation Management	Level 4		
	Good Manufacturing Practices Implementation	Level 5		
	Innovation Management	Level 6		
	Process Optimisation	Level 5		
	Production Planning	Level 6		
	Production Resource Management	Level 6		
	Project Management	Level 6		
	Risk Management	Level 5		
Strategy Development	Level 5			
Systems Thinking	Level 5			
Technical Presentation	Level 6			
<b>Programme Listing</b>	For a list of Training Programmes available for the Biopharmaceuticals Manufacturing sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/biopharmmmfg">www.skillsfuture.sg/skills-framework/biopharmmmfg</a>			

The information contained in this document serves as a guide.