

SKILLS FRAMEWORK FOR BIOPHARMACEUTICALS MANUFACTURING SKILLS MAP - PRODUCTION MANAGER		
Sector	Biopharmaceuticals Manufacturing	
Track	Production	
Occupation	Manager	
Job Role	Production Manager	
Job Role Description	<p>The Production Manager communicates the production strategies, objectives, policies and processes to teams while maintaining oversight of the department's operational and financial status. He/She develops materials management strategies and approves Standard Operating Procedures (SOPs), ensuring alignment with regulatory standards and best practices. He prepares the production master plans and promotes collaboration and efficiency efforts to meet productivity objectives and targets. The Production Manager plans and manages the end-to-end production operations within the biopharmaceuticals manufacturing facilities and should be well-versed in Quality and Health, Safety and Environment (HSE) standards and Current Good Manufacturing Practices (CGMPs).</p> <p>The Production Manager works in a production facility that needs to comply with highly regulated standards. He makes important decisions fast and possesses excellent leadership and resource management capabilities. He should be able to consider a broad range of factors to arrive at optimal decisions to ensure business continuity especially during unforeseen production delays. He possesses flexibility to work under changing demands of production targets and is adept at building capabilities in the teams under his care towards common objectives.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Implement materials management procedures	Develop strategies to manage the flow of materials into, within and out of the manufacturing facilities
		Approve Standard Operating Procedures (SOPs) for the management of materials in the manufacturing facilities
		Determine an appropriate inventory system for materials management
		Approve types and quantities of materials required for production to guide inventory management
		Formulate solutions for reducing loss of materials within the manufacturing facilities
	Manage production operations	Prepare master production plans to deliver on set productivity, efficiency and volume targets
		Delegate production responsibilities to teams across the manufacturing facilities
Approve adjustments to manufacturing activities when necessary to achieve targeted production levels		
Initiate training programmes to build capabilities in the Production department		

		Monitor the department's financial inflow and outflow against allocated budgets and forecasts		
	Improve production operations	Review proposals to improve Production department operations		
		Make recommendations for changes to workflows, equipment and systems within the Production department		
		Facilitate implementation of improvements to production workflows, systems and equipment		
		Review the impact of improvement activities on Production department operations and key performance metrics		
	Manage risk and regulatory compliance	Develop risk management plans for the Production department		
		Facilitate training for the Production department on Health, Safety and Environment (HSE) requirements of manufacturing processes in collaboration with the Quality department		
		Facilitate training for the Production department on Current Good Manufacturing Practices (CGMPs)		
		Develop Business Continuity Plans (BCPs) to minimise impact of unforeseen production delays		
		Activate BCPs in the event of emergencies that affect production delivery expectations		
	Manage emergency shut-down and restart of production processes ensuring maximum safety to personnel and minimum impact to the biopharmaceuticals manufacturing facilities and production productivity			
	Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)
Biorisk Management		Level 5	Communication	Advanced
Budgeting		Level 4	Decision Making	Advanced
Business Continuity Management		Level 5	Developing People	Intermediate
Business Performance Management		Level 5	Leadership	Advanced
Change Management		Level 5	Resource Management	Advanced
Chemical Risk Management		Level 5		
Conflict Resolution		Level 5		
Continuous Improvement		Level 5		
Emergency and Crisis Situation Management		Level 4		
Emergency Shut-down and Restart		Level 4		
Flexible Facilities Implementation		Level 5		
Good Manufacturing Practices Implementation		Level 5		

	Hazards and Risk Identification and Management	Level 4	
	Health, Safety and Environment Procedures Implementation	Level 4	
	Innovation Management	Level 5	
	Materials Management	Level 5	
	Process Analytical Technology Implementation	Level 4	
	Process Optimisation	Level 4	
	Production Optimisation	Level 5	
	Production Planning	Level 5	
	Production Resource Management	Level 5	
	Project Management	Level 5	
	Risk Management	Level 5	
	Strategy Development	Level 4	
	Systems Thinking	Level 5	
	Team Effectiveness Management	Level 5	
	Technical Presentation	Level 5	
	Vendor Management	Level 5	
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.