

SKILLS FRAMEWORK FOR BIOPHARMACEUTICALS MANUFACTURING SKILLS MAP - PRODUCTION TEAM SUPERVISOR		
Sector	Biopharmaceuticals Manufacturing	
Track	Production	
Occupation	Supervisor	
Job Role	Production Team Supervisor	
Job Role Description	<p>The Production Team Supervisor is responsible for allocating responsibilities and overseeing operations on one or a few production lines whilst monitoring productivity rates against established targets. He/She also has oversight of materials management and reviews the Standard Operating Procedures (SOPs) for materials management, cleaning and sterilising activities. He is expected to propose and implement improvements to production workflows, equipment and systems to achieve production targets in a timely manner. The Production Team Supervisor must be able to plan and manage production activities in a way which drives operational efficiency and excellence, and should possess underlying technical knowledge of equipment and systems within the facilities.</p> <p>The Production Team Supervisor works in a production facility that needs to comply strictly with highly regulated standards. He is therefore meticulous and precise in his work and is confident in leading and motivating teams to perform their tasks in such an environment. He is analytical and systematic in investigating problems and decisive in implementing optimal solutions in the course of his work.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Implement materials management procedures	Review Standard Operating Procedures (SOPs) for materials management in the manufacturing facilities
		Define appropriate Health, Safety and Environment (HSE) methods for disposal of degraded and contaminated materials
		Determine activities and materials required for production to guide inventory management
		Develop plans to reduce unnecessary scrapping of materials within the manufacturing facilities
	Clean equipment and facilities	Review SOPs for cleaning and sterilising
		Integrate cleaning and sterilising activities with other systems and processes in the biopharmaceuticals manufacturing facilities
		Facilitate collaboration with the Engineering and Maintenance department and verify cleanliness of equipment after maintenance and repairs are performed
Collaborate with the Quality department to investigate instances where cleaning and sterilisation levels are not reaching the required standards		

		Develop follow-up actions to maintain cleanliness and sterility standards across product lines following lapses			
	Produce pharmaceutical and nutritional products	Set short-term productivity, efficiency and volume targets that align with the master production plans			
		Allocate responsibilities within manufacturing teams and oversee equipment monitoring across multiple production lines			
		Facilitate collaboration with the Engineering and Maintenance department to conduct equipment and system repairs			
		Monitor actual production rates against targets and escalate issues			
		Review equipment parameter records and batch and log sheets			
		Produce biologics	Set short-term productivity, efficiency and volume targets that align with the master production plans		
	Oversee selection and preparation of appropriate media, materials and equipment for cell culture processes				
	Allocate responsibilities within manufacturing teams and supervise operations of bioreactors, purification and final filling equipment				
	Record titers against targets and escalate issues				
	Review equipment parameter records and batch and log sheets				
	Improve production operations		Identify manufacturing bottlenecks and inefficiencies and evaluate their root causes		
		Develop proposals to improve production operations			
		Assess the operational feasibility of improving production workflows, equipment and systems			
		Evaluate the impact of disruptive events on critical business functions of the department to assist with business continuity planning			
		Implement risk controls within the department			
		Implement operational improvements to production department workflows			
	Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
		Biorisk Management	Level 4	Communication	Intermediate
		Budgeting	Level 3	Decision Making	Intermediate
		Business Continuity Management	Level 4	Leadership	Intermediate
Business Performance Management		Level 4	Problem Solving	Intermediate	
Change Management		Level 4	Teamwork	Intermediate	
Chemical Risk Management		Level 4			
Cleaning and Sterilising		Level 4			
Conflict Resolution		Level 4			

	Continuous Improvement	Level 4	
	Emergency and Crisis Situation Management	Level 3	
	Emergency Shut-down and Restart	Level 4	
	Flexible Facilities Implementation	Level 4	
	Good Manufacturing Practices Implementation	Level 4	
	Hazards and Risk Identification and Management	Level 4	
	Health, Safety and Environment Procedures Implementation	Level 4	
	Innovation Management	Level 4	
	Materials Management	Level 5	
	Production Optimisation	Level 4	
	Production Planning	Level 4	
	Production Resource Management	Level 4	
	Project Management	Level 4	
	Risk Management	Level 4	
	Systems Thinking	Level 4	
	Team Effectiveness Management	Level 4	
	Vendor Management	Level 4	
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.