

SKILLS FRAMEWORK FOR ELECTRONICS SKILLS MAP - HEAD OF DEPARTMENT					
<b>Sector</b>	Electronics				
<b>Sub-sector</b>	Semiconductor and Data Storage				
<b>Track</b>	Management				
<b>Occupation</b>	Director				
<b>Job Role</b>	<b>Head of Department</b>				
<b>Job Role Description</b>	The Head of Department provides leadership to all manufacturing and engineering activities and ensures that all manufacturing objectives are achieved in a timely and cost-effective manner. He/She designs business structures to support solutions by identifying, developing and implementing new manufacturing processes.				
	In addition, the Head of Department champions the organisational vision and mission and is accountable for the overall organisational excellence. As a problem solver, he creates business solutions by formulating and recommending manufacturing policies and programmes to guide the organisation in maintaining and improving its competitive position and profitability.				
	The Head of Department manages all aspects of the employees of the department and is responsible for performance management. As a team leader, he builds a high-performance team that works collaboratively through an organisation, and has the ability to develop and execute functional strategies, as well as act as a change leader.				
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>		
	Lead business excellence			Create business solutions by formulating and recommending manufacturing policies and programmes	
				Guide the organisation in maintaining and improving its competitive position and profitability	
				Design business structures to support solutions	
	Conform to management system requirements			Establish the organisation's engineering quality management systems	
				Evaluate quality engineering processes to satisfy business and legislative requirements	
				Strategise the organisation's Workplace Safety and Health programmes	
	Contribute to continuous improvement			Champion innovation in the organisation	
				Develop big data analytics plans	
				Lead all manufacturing and engineering activities	
				Ensure manufacturing objectives are achieved in a timely and cost-effective manner	
	Influence organisational development			Conduct interviews and make hiring decisions	
				Mentor and lead managers	
				Build high-performance teams that work collaboratively	
				Formulate framework to manage conflict grievances and disputes between employees	
				Lead collective bargaining processes between employees	
		Align human resources with business needs			
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>			<b>Generic Skills and Competencies (Top 5)</b>	
	Business Continuity Planning	Level 5	Communication	Advanced	
	Business Planning	Level 5	Decision Making	Advanced	
	Change Management	Level 5	Global Mindset	Intermediate	
	Conflict Management	Level 5	Lifelong Learning	Advanced	
	Crisis Situations Management	Level 5	Transdisciplinary Thinking	Advanced	
	Effectiveness Management	Level 5			
	Enterprise Risk Management	Level 6			
	Innovation Management	Level 6			
	Learning and Development	Level 6			
	Organisational Analysis	Level 5			
	Organisational Strategising	Level 5			
	Production Resource Management	Level 6			
	Risk Appetite and Goals Setting	Level 5			
Workplace Safety and Health (WSH) System Management	Level 6				
<b>Programme Listing</b>	For a list of Training Programmes available for the Electronics sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/electronics">www.skillsfuture.sg/skills-framework/electronics</a>				

The information contained in this document serves as a guide.