

SKILLS FRAMEWORK FOR ELECTRONICS SKILLS MAP - MANAGER/SENIOR MANAGER					
Sector	Electronics				
Sub-sector	Semiconductor and Data Storage				
Track	Management				
Occupation	Manager				
Job Role	Manager/Senior Manager				
Job Role Description	<p>The Manager/Senior Manager uses data analytics and determines new strategies to make production processes more efficient to meet organisational goals. He/She establishes, implements and manages projects to meet operational objectives. He manages his team's resources and balances between production requirements and manpower resources to ensure the organisation's sustainability. He integrates quality principles and methodologies to enhance engineering performance within the organisation.</p>				
	<p>In addition, the Manager/Senior Manager evaluates the organisation's approach towards a lean enterprise and uses data analytics for business insights identification. He drives innovation practices in the organisation and reviews manufacturing processes to reduce working capital and optimise inventory levels.</p>				
	<p>As a people manager, the Manager/Senior Manager oversees manpower, finance, training, and resource planning and deployment within the organisation. He displays a high level of organisational awareness and leadership skills by working in a consultative manner with other departments and/or sections within the organisation.</p>				
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks		
	Manage operations			Determine priorities dynamically and set planning assumptions for work-in-progress levels by products, cycle times and yields	
				Manage manufacturing key metrics including loading, performance to commitments, on-time delivery and bottlenecks	
				Evaluate the sustainability of manufacturing processes by preparing rough-cut capacity plans	
				Improve operation planning through use of big data and advanced analytics modelling	
				Analyse production efficiencies	
	Maximise asset utilisation			Manage material requirements planning taking into account the sales forecasts, production plans and production capacities	
				Manage a balance between production requirements and manpower resources	
	Conform to management system requirements			Integrate quality principles and methodologies to enhance engineering performance	
				Evaluate Workplace Safety and Health management systems for compliance and improvements	
	Contribute to continuous improvement			Evaluate the organisation's approach towards a lean enterprise	
				Manage innovation practices in organisation	
				Analyse data for business insights identification	
	Influence organisational development			Review manufacturing processes to reduce working capital and optimise inventory levels	
				Develop on-the-job training programmes	
		Develop workplace learning plans			
		Lead change management in the organisation			
		Conduct interviews and make hiring decisions			
		Resolve workplace grievances and disputes			
Skills & Competencies	Technical Skills and Competencies			Generic Skills and Competencies (Top 5)	
	Business Continuity Planning	Level 4	Communication	Advanced	
	Business Planning	Level 4	Creative Thinking	Advanced	
	Change Management	Level 4	Decision Making	Advanced	
	Conflict Management	Level 4	Lifelong Learning	Advanced	
	Crisis Situations Management	Level 4	Transdisciplinary Thinking	Intermediate	
	Data Synthesis	Level 6			
	Effectiveness Management	Level 5			
	Enterprise Risk Management	Level 6			
	Innovation Management	Level 5			
	Learning and Development	Level 5			
	Organisational Analysis	Level 4			
	Organisational Strategising	Level 4			
	Production Resource Management	Level 6			
	Quality Systems Management	Level 6			
	Risk Appetite and Goals Setting	Level 5			
	Workplace Safety and Health (WSH) Systems Management	Level 5			

**Programme
Listing**

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

The information contained in this document serves as a guide.