

## SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS SKILLS MAP - PRODUCTION PLANNER

<b>Sector</b>	Energy and Chemicals			
<b>Track</b>	Production and Process Engineering			
<b>Occupation</b>	Technical Professional			
<b>Job Role</b>	<b>Production Planner</b>			
<b>Job Role Description</b>	<p>The Production Planner is responsible for managing and executing production plans and schedules to ensure that products are delivered to customers on time and within schedule. He/She plans for the entire production supply chain from feedstock to production, storage and distribution, and analyses production data to optimise production and inventory control.</p> <p>The Production Planner coordinates with the maintenance planning team to align production targets with the planning of maintenance and turnaround schedules. He supports the reporting of plant production status and raw materials inventories, and highlights issues that may affect production output. He monitors feedstock movement to ensure minimal interruption to the production schedule. In addition, he identifies opportunities for continuous improvement in the organisation's supply chain operations.</p> <p>The Production Planner works closely with the production, maintenance planning, sales and logistics teams, and interfaces with suppliers and distributors. He is able to work independently and possesses strong planning, analytical, communication and interpersonal skills.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>	
	Administer Workplace Safety and Health (WSH) and Environmental Management Systems (EMS)		Comply with WSH and EMS systems	
	Manage production planning and scheduling		Conduct real-time and historical tracking of plant production data, availability and planned maintenance activities	
			Develop production plans and schedules to meet customers' needs within schedule	
			Initiate the formulation of protocols and guidelines for transportation requirements of products to internal and external customers	
			Perform production data analyses to optimise production, and for inventory control	
			Use new data technologies to optimise production planning and scheduling	
			Support production and maintenance activities	Coordinate with internal and external stakeholders to optimise inventory control and production
			Coordinate with relevant stakeholders to ensure the execution of production plans and schedules	
			Coordinate with the maintenance team to align production targets with the planning of maintenance and turnaround schedules	
			Highlight issues that affect production output	
			Respond to product non-conformance with the production and technical teams, to minimise interruption to production schedules	
Manage supply chain		Support the reporting of plant production status and raw materials inventories		
Administer staff and organisational development		Monitor feedstock movement to minimise interruptions to production schedules		
		Assist in business continuity planning processes		
		Identify opportunities for continuous improvement		
		Support the implementation of continuous improvement initiatives and activities		
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Business Continuity Management	Level 4	Sense Making	Intermediate
	Change Management	Level 4	Resource Management	Intermediate
	Continuous Improvement Management	Level 3	Communication	Intermediate
	Data and Statistical Analytics	Level 2	Interpersonal Skills	Intermediate
	Environmental Management System Framework Development and Implementation	Level 3	Problem Solving	Intermediate
	Feedstock and Product Transfer Operations Management	Level 4		
	Market Demand and Feedstock Management	Level 4		
	Non-Conformance Management	Level 3		
	Organisational Resource Management	Level 4		
	Plant Economic Modelling	Level 4		
	Procurement Management	Level 3		
	Production Planning and Scheduling	Level 4		
	Supply Chain Management	Level 4		
	Workplace Safety and Health Framework Development and Implementation	Level 3		

**Programme  
Listing**

For a list of Training Programmes available for the Energy and Chemicals sector, please visit: [www.skillsfuture.sg/skills-framework/energyandchemicals](http://www.skillsfuture.sg/skills-framework/energyandchemicals)

The information contained in this document serves as a guide.