

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS  
SKILLS MAP - SUPPLY CHAIN/COMMERCIAL MANAGER**

<b>Sector</b>	Energy and Chemicals			
<b>Track</b>	Production and Process Engineering			
<b>Occupation</b>	Manager			
<b>Job Role</b>	Supply Chain/Commercial Manager			
<b>Job Role Description</b>	<p>The Supply Chain/Commercial Manager oversees all activities of the supply chain/commercial team, and is responsible for developing strategies for sourcing feedstock and third-party trading for maximised profit and efficiency across all supply channels. He/She is accountable for maintaining optimal raw materials and stock level inventories to ensure that the organisation's working capital objectives are met.</p>			
	<p>The Supply Chain/Commercial Manager manages commercial activities, such as developing supply chain economic models for enterprise resource planning. He manages supplier contract negotiations and supplier credit terms and risks, in line with the organisation's commercial objectives. He endorses recommendations to improve the productivity, quality and efficiency of supply chain operations. In addition, he coaches and mentors supply chain/commercial team personnel and drives departmental performance to meet the organisation's commercial objectives.</p>			
	<p>The Supply Chain/Commercial Manager demonstrates excellent commercial acumen and business development abilities. He collaborates with the production, sales and logistics teams and interfaces with suppliers and distributors. He possesses excellent leadership, resource management, decision-making and networking 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)	Ensure compliance with WSH and EMS systems at the department level		
		Review and update supply chain practices in accordance with new or revised WSH and EMS standards and regulations		
	Manage production planning and scheduling	Drive the adoption of new data technologies to optimise supply chains and distribution systems		
		Endorse protocols and guidelines for transportation requirements of products to internal and external customers		
	Manage supply chains	Coordinate all supply chain activities associated with new product introduction		
		Develop strategies for sourcing feedstock and third-party trading		
		Establish processes to minimise feedstock quality risks		
		Manage the distribution team, including shipping, inventory accuracy, freight and warehousing and cost management		
	Manage commercial activities	Validate tools and models to forecast feedstock costs		
		Endorse recommendations to improve the productivity, quality and efficiency of supply chain operations		
		Manage commercial activities to maximise profit margins		
		Manage raw materials and stock level inventories to maintain the organisation's working capital objectives		
		Manage supplier approval audits to assess their ability to meet quality and delivery requirements		
		Manage supplier contract negotiations in line with the organisation's commercial objectives		
Manage supplier credit terms and risks				
Administer staff and organisational development	Manage the development of supply chain economic models for enterprise resource planning			
	Review reports on data and market trends to ensure that feedstock availability and commercial variables are effectively managed			
	Coach and mentor staff			
	Contribute to business continuity planning, implementation and execution			
	Drive departmental performance to achieve organisational goals			
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Budget Management	Level 5	Leadership	Advanced
	Business Continuity Management	Level 5	Decision Making	Advanced
	Business Networking Management	Level 5	Interpersonal Skills	Advanced
	Business Planning Management	Level 5	Global Mindset	Advanced
	Change Management	Level 5	Communication	Advanced
	Continuous Improvement Management	Level 5		
	Environmental Management System Framework Development and Implementation	Level 4		
	Market Demand and Feedstock Management	Level 5		
	Materials Qualification	Level 5		
	Organisational Analysis Management	Level 5		
	Organisational Resource Management	Level 5		

<b>Skills &amp; Competencies</b>	Plant Economic Modelling	Level 5	
	Procurement Management	Level 6	
	Production Planning and Scheduling	Level 5	
	Staff Development Management	Level 5	
	Staff Management	Level 5	
	Strategy Development and Implementation Management	Level 5	
	Supply Chain Management	Level 6	
	Third Party Management	Level 5	
	Training, Coaching and Assessment Management	Level 5	
	Workplace Safety and Health Framework Development and Implementation	Level 4	
<b>Programme Listing</b>	For a list of Training Programmes available for the Energy and Chemicals sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/energyandchemicals">www.skillsfuture.sg/skills-framework/energyandchemicals</a>		

The information contained in this document serves as a guide.