

SKILLS FRAMEWORK FOR PRECISION ENGINEERING SKILLS MAP - ASSISTANT MANUFACTURING MANAGER/SECTION MANAGER					
<b>Sector</b>	Precision Engineering				
<b>Track</b>	Management				
<b>Occupation</b>	Operations Manager				
<b>Job Role</b>	<b>Assistant Manufacturing Manager/Section Manager</b>				
<b>Job Role Description</b>	<p>The Assistant Manufacturing Manager/Section Manager supports the coordination of day-to-day production operations and schedules. He/She collates and analyses production and budget data, resolves production-related issues and oversees workplace safety and health compliance for his assigned production area.</p> <p>He also contributes to production efficiency through the implementation of new and/or enhanced production processes and the acquisition of new machinery.</p> <p>He is a team player, possessing good communication skills, and provides direction to achieve organisational goals.</p>				
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Manage production operations	<b>Key Tasks</b>		<b>Performance Expectations (For legislated / regulated occupations)</b>
			Develop production plans		
			Develop new product manufacturing process design strategies		
			Develop maintenance plans for manufacturing equipment		
			Assist in developing shop floor tracking and control plans		
			Develop sustainable manufacturing and waste reduction plans		
			Prepare operating budgets for the business unit		
			Identify gaps in the organisation's supply chain to propose improvements		
	Conform to management system requirements	Develop quality management systems for manufacturing and business operations			
		Oversee manufacturing functions for compliance with workplace safety and health standards			
		Manage compliance with corporate governance policies and legislative requirements			
	Contribute to continuous improvement	Lead continuous improvement projects			
		Lead working level community to explore opportunities for improvement projects			
		Define cost reduction and/or productivity programmes relating to product engineering and drive execution			
	Influence organisational development and strategy	Contribute to business analytics to facilitate data gathering and decision-making			
Manage industrial relations with stakeholders					
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top Level 5)</b>		
	Additive Manufacturing	Level 4	Resource Management	Intermediate	
	Budgeting	Level 4	Problem Solving	Intermediate	
	Business Data Analysis	Level 3	Decision Making	Intermediate	
	Business Planning	Level 4	Leadership	Intermediate	
	Carbon Footprint Management	Level 4	Communication	Intermediate	
	Change Management	Level 4			
	Competitive Business Strategy	Level 3			
	Conflict Management	Level 4			
	Continuous Process Improvement	Level 5			
	Data Analytics System Design	Level 4			
	Data Synthesis	Level 4			
	Emergency Response Management	Level 3			
	Enterprise Risk Management	Level 4			
	Innovation Management	Level 4			
	Internet of Things Management	Level 4			
	Lean Manufacturing	Level 5			
Learning and Development	Level 4				

	Maintenance Coordination	Level 4	
	Manufacturing Process Design	Level 4	
	Manufacturing Process Management	Level 5	
	Networking	Level 5	
	New Product Introduction	Level 3	
	Organisational Analysis	Level 4	
	Procurement Performance Monitoring	Level 4	
	Production Performance Management	Level 4	
	Production Planning	Level 4	
	Production Resource Management	Level 4	
	Project Management	Level 4	
	Quality System Management	Level 5	
	Research and Development	Level 4	
	Risk Compliance and Governance	Level 4	
	Supply Chain Solutioning	Level 4	
	Sustainable Manufacturing	Level 4	
	Value Analysis	Level 4	
	Virtual Reality Application	Level 3	
	Vision Leadership	Level 4	
	Workplace Safety and Health Practice	Level 4	
	Workplace Safety and Health System Management	Level 5	
<b>Programme Listing</b>	For a list of Training Programmes available for the Precision Engineering sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/pe">www.skillsfuture.sg/skills-framework/pe</a>		