JOB DESCRIPTION

DATE:	April 2019
POSITION:	PS CR Production Supervisor
LOCATION:	Craigavon
REPORTING TO:	Shift Team Leader
RESPONSIBLE FOR (PEOPLE):	Operators; Senior Operators (Grade 2 & Grade 3)

OVERALL ROLE OBJECTIVE:

The role of the Production Supervisor is to plan, organise and control the activities of the Packaging team, to ensure the highest levels of Client Service are achieved. All operations should deliver schedule adherence, whilst operating the lowest unit cost (within budgetary constraints) and observe all Company Safety, Quality, HR and other policies and procedures within Pharma Services.

JOB SPECIFIC RESPONSIBILITIES:

Schedule Adherence:

- Monitor all production activities constantly by being present on the floor, planning ahead for raw materials availability, components and associated products, checking equipment availability, pack rates and operational status versus schedule to ensure target schedule adherence of 90%+. The job holder will ensure all resources are available to deliver production plans daily in the most efficient manner.

- Organise, motivate & control the packaging team to achieve the lowest unit cost of production by maximising productivity, minimising non – productive time and absenteeism whilst operating according to all Company policies & procedures.

- Ensure that progress against agreed scheduled packaging plans is monitored throughout the shift and where deviations are found, act to correct them immediately and communicate such deviations and any revised plan to the Shift Team Lead / Production Manager.

- Ensure the escalation procedure is followed and your team understand all stages in escalation of potential issues / stoppages.

Quality Management System / Health; Safety & Environmental:

- Ensure all Quality management systems and procedures are implemented and maintained to guarantee product safety and legality and ensure all products are produced to the required regulatory authority specifications. All processes must comply with cGMP at all times with any non-compliance proactively managed. Ensure accurate compilation and review of SOP's, documentation and works instructions.

- Ensure your teams completely adhere to all batch record instructions and that documents are completed lineside and the batch record reviewed and moved onto the next quality process review stage within 48 hrs.

- Ensure the requirements of the Company's Health & Safety Policy are achieved and actively promote the achievement of expected standards through the adoption of correct work practices & thorough and immediate incident / accident investigations. All correct work practices to be reinforced by being continually present on the floor during production operations

Employees:

- Ensure the continued skills development of the packaging teams and identify areas of improvement for individual members of the team, setting clear goals & targets and carrying out regular appraisals of progress.

- Ensure staff disciplinaries, probationary reviews, performance management, return to work interviews, absence reviews and rostering of staff are conducted within the timelines required.

- Provide actual and projected daily rostering for each member of the team to allow staffing structures and predicted capacity to be analysed to ensure effective resource utilisation.

- Ensure all employees adhere to all SOP's, together with accurate and full completion of batch documentation, including validation and work instructions

  Other duties as assigned by the Shift Team Lead.

  This description is not intended to establish a total definition of the job, but to act as an outline of the main duties.

Key Skills:

The successful candidate will possess among other skills, the following:

- Autonomy and responsibility for shift team performance.
- Ability to manage change.
- Ability to manage priorities, meet tight deadlines and ensure follow-up.
- Ability to work in a quality and results-driven environment.
- Adaptability.
- Ability to exert influence.
- Ability to communicate effectively and draft documents
- Analytical expertise and skills.
- Process-focused with a concern for continuous improvement.
- Versatility and determination.
- Ability to handle pressurised situations / events effectively.
- Organizational skills.

Competencies

Decision-Making Ability to make sound judgments calls.

Behavioural Indicators

- Evaluates facts and unforeseen situations in order to make the best decisions (production/quality/compliance).
- Has a proactive, positive attitude and can effectively negotiate and persuade.
- Makes decisions based on experience and judgments which are realistic and appropriate within a regulatory context.

Mobilization of the Work Team Ability to assemble and motivate a team.

Behavioural Indicators

- Exhibits diplomacy, dynamism and leadership.
- Communicates effectively and clearly.
- Establishes and maintains professional interpersonal relationships.
- Recognizes potential in others and builds on the synergy/complementarity between individual team members.
- Emphasizes achieving objectives and team building.
- Offers team members motivating and stimulating challenges.
- Gives constructive feedback in order to improve performance or develop team-member skills
- Values and encourages continuous improvement.
- Ensures the confidentiality of all aspects of work.

Problem Solving Ability to anticipate and resolve problems.

Behavioural Indicators

- Analyses problems: data, discrepancies, causes and consequences.
- Applies a rigorous approach to problem solving.
- Identifies the most appropriate solution in view of the circumstances and issues.
- Proposes and implements adapted, relevant and innovative solutions.
- Monitors resolution of non-compliance issues.

Ability to ensure products are manufactured according to standards, technical Specifications, and regulatory requirements.

Behavioural Indicators

- Performs the necessary follow-up to guarantee the achievement of targets and activities under his or her responsibility.
- Demonstrates work efficiency within the context of multiple projects.
- Ensures compliance with work processes, quality standards and policies.
- Drafts, reviews and approves reports and documents within prescribed time frames and in accordance with existing regulations.

Full details of the shift pattern will be discussed with you on commencement of employment.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the work place.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.	
EMPLOYEE'S SIGNATURE:	
PRINT NAME:	
DATE:	

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.

PERSON SPECIFICATION

DATE:	April 2019
POSITION:	PS CR Production Supervisor
LOCATION:	Craigavon
REPORTING TO:	Shift Team Leader
RESPONSIBLE FOR (PEOPLE):	Operators; Senior Operators (Grade 2 & Grade 3)

	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Degree level qualification (or equivalent) **OR** relevant experience	Degree within Biochemistry; chemistry; microbiology, pharmacy or engineering (or equivalent)	Application Form and Documentary Evidence
EXPERIENCE	Experience in a supervisory role within a pharmaceutical or regulated environment	Previous experience within a Team Leader role (to include the supervision of personnel and the allocation of work)	Application Form and Interview
KEY SKILLS	Proven ability to adhere to Standard Operating Procedures and associated work instructions High attention to detail Ability to work effectively on own initiative and effectively contribute within a team environment Proven ability to complete documentation of exceptional standard Excellent time management skills Proficiency in the use of Microsoft Office applications (to include Word, Excel, Outlook and PowerPoint) Proven capability to perform at this role level	Working knowledge of pharmaceutical packaging & manufacturing	Application Form and Interview Online Assessment

ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions, which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview