Job summary:	Print room manager job description (2022) Reporting to the Depot Operations manager this is a key leadership role with responsibility for all operational and quality aspects of the Print and Componentry department.
Key responsibilities:	• Manage all operational and quality aspects of the Print and Componentry department. • Liaise with other Nupharm department heads to ensure delivery of the operational plan • Ensure stock levels of componentry are appropriate and version control is followed • Liaise with componentry suppliers to ensure continuity of supply and competitive pricing of all print room componentry and consumables • Approve all print and componentry purchase invoices. • Manage all print toon machinery liaising with suppliers to ensure equipment is services and repairs in line with written agreements • Maintain third party print supplier technical agreements • Manage all print room staff • Ensure all staff are on boarded correctly with robust and documented induction training followed by competency assessment. • Ensure all current staff have job descriptions which reflect their roles and activities. • Ensure all staff training is up to date and documented and that staff are competent in the tasks they perform. • Ensure all staff receive annual and mid-year performance reviews. and have clear and defined objectives. • Manage the print and componentry SOP portfolio. • Represent the print and componentry department at all operational planning meetings. • Represent the print and componentry department at all quality meetings. • Responsible for the print and componentry staff and overtime budget. • Responsible for delivering all print and componentry Key Performance Indicators (KPIs) • Provide weekly, monthly and ad hoc reports with informed commentary to the senior management team on request. • Support the site continuous improvement initiative delivering quality and efficiency improvements. • Support the site QMS
Qualifications & Training - ESSENTIAL:	• 5 GSCE or equivalent
Qualifications & Training - DESIRABLE:	• Higher academic qualifications • Formal qualification in subject related to responsibilities (e.g. GDP, GMP, ISO, PS9000, operational management, people management. • Formal IT qualifications • Formal management / leadership training
Experience - ESSENTIAL:	• management of a diverse team • Proven influencing skills. • Proven ability to work collaboratively in a cross functional manner. • Print and / or componentry experience

	• Stock management and stock management systems experience. • Proven experience working successfully in a highly regulated, quality focused environment.
Experience - DESIRABLE:	• Pharmaceutical packaging experience • Good Distribution Practice (GDP) experience • Good Manufacturing Practice (GMP) experience • ISO experience • PS 9000 experience • Stock management and stock control experience
Knowledge - ESSENTIAL:	• Printing and componentry control • Advanced IT skills • Advanced numeracy and complex data analysis skills
Knowledge - DESIRABLE:	• Pharmaceutical packaging management and control • Advanced IT skills