

Role Profile

Job Title	Production Shift Manager
BUCF	No
Function	Operations (Production Team)
Department	Production
Reports to (Job Title)	Robert McClarence (Production Manager)
Location(s)	Nupharm

1. DIMENSIONS

People	Direct	Indirect
	16	60
Budgets	Details	Value
	N/A	N/A
Organisation	Nupharm /Salford	
Geography	Dakota Avenue, Salford, M50 2PU	
Communication – customers, suppliers and stakeholders	Internal	External
	No	No

2. PURPOSE OF ROLE

Summary	Reporting to the Production Manager responsible for the efficient and safe operation of the production facility.
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3. KEY RESPONSIBILITIES

A. Key Responsibilities/ Accountabilities	<ul style="list-style-type: none"> • Manage all routine process operations • Ensure that products are produced and stored according to the appropriate documentation in order to obtain the required quality. • Manage the production team ensuring appropriate resource allocation. • Train, motivate and monitor capability of Production Leadership Team/Zone Leaders and all process operatives. • Ensure that the required induction and ongoing training of the department personnel is carried out and adapted according to need. • Ensure all Training record cards are kept in good order alongside the production Supervisor and PQSO • Manage and promote Health & Safety within the production team • Approve the instructions relating to production operations and to
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	<p>ensure their strict implementation</p> <ul style="list-style-type: none"> • Ensure that the production records are evaluated and signed by an authorised person. • Manage staff issues and disputes liaising with the Production Manager, Production Supervisor, Production Team Leaders and HR where appropriate • Support the Production manager with management of the weekly production plan. • Ensure all departmental KPI's are achieved and managed effectively with the support of the supervisory and senior management team • Support the QMS system • Investigate any queries or issues arising from the Production department and support in finding solutions and resolve matters quickly and efficiently. • Work and liaise with other departments (Print & Componentry, warehouse, Licensing, Purchasing, Quality) teams to execute 'best practise' across all areas and to promote collaborative ways of working.
B. Key Activities	

4. CAPABILITIES

Skills, specialist skills, education, qualifications and knowledge required for the role	Must have	Good to have
	<p>Qualifications & Training - ESSENTIAL A levels or GCSE equivalent</p> <p>Experience - ESSENTIAL GMP experience</p> <ul style="list-style-type: none"> • GDP experience • Medium / Large team leadership experience <p>Knowledge - ESSENTIAL GMP</p> <ul style="list-style-type: none"> • GDP • Advanced numeracy and literacy • Intermediate computer skills • Effective communicator • Attention to detail • Ability to deal with complex operational team structure 	<p>Experience - DESIRABLE Production operations in the Parallel Import industry</p> <ul style="list-style-type: none"> • Nupharm operational experience <p>Qualifications & Training - DESIRABLE A levels or GCSE equivalent in science subjects</p> <ul style="list-style-type: none"> • Production management qualification <p>Knowledge - DESIRABLE Parallel import repackaging knowledge</p> <ul style="list-style-type: none"> • Advanced computer skills

5. BEHAVIOURS

Key Behaviours Required	Phoenix BASE Behaviours Relevant to role
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6. ORGANISTAION CHART (Insert an organisation chart here)

This role