



HEAD OF MANUFACTURING

JOB & PERSON SPECIFICATION

MAY 2018



Position Description

Position Title: Head of Manufacturing

Position reports to: General Manager and Operations Director, Salisbury

Position Overview

The Head of Manufacturing is a key member of the Salisbury Site Leadership Team with responsibility for manufacturing and site maintenance and production.

Major Challenges

- Integrate Manufacturing Maintenance, Site Maintenance, Production and Production Support (Planning and Buying)
- Drive improvement in manufacturing maintenance practices to meaningfully improve equipment availability
- Reduce lead times and inventory while maintaining delivery, cost and quality

Position Requirements

Essential

- A university degree in a relevant field (e.g., life sciences, engineering, pharmacy)
- Appropriate and extensive experience in at least one of the disciplines maintenance or production with meaningful exposure to the other
- Recent and significant experience in a batch manufacturing environment in a regulated industry in a senior manufacturing position (e.g., pharmaceutical, life sciences, food and beverage, automotive, electronic) in a middle to senior manufacturing management position
- Ability to function effectively, with influence and in a spirit of cooperation, with the Site Leadership Team
- Strategic thinking capability and strong with decision-making as it relates to site-wide opportunities and threats
- Exposure to unionised environments

Desirable

- Appropriate and extensive experience in both disciplines manufacturing maintenance and production
- Recent and significant experience in the pharmaceutical, life sciences or food and beverage industry in a senior manufacturing management position
- Experience with union negotiations and industrial relations

Key Relationships

Internal

- Site Leadership Team
- Quality, Technical Operations, Operational Excellence, Supply Chain
- Finance, People & Culture
- Program Management, Product Development

External

- Vendors and contractors
- Regulatory agencies
- Industry associations and communities of practice

Key Behavioural Accountabilities

Mayne Pharma believes how we go about performing our role is equally important as the results we achieve. To help build this culture within the business, behavioural accountabilities are included as part of your position. The competencies below have been developed based on our company values and are expected to be displayed by all employees in the course of their work.

Ambition

A desire for personal and organisational achievement.

(Link to values: Innovation, Passion, Accountability, Integrity)

Eg's of how ambition is displayed in the workplace:

- Drives achievement
- Expresses energy
- Thinks in solutions
- Shows accountability
- Is ready to go the extra mile
- Demonstrates self-motivation
- Shows eagerness to achieve
- Sets stretching goals
- Does not take 'no' for an answer

Team Work

Working in and leading teams to achieve organisational goals.

(Link to values: Empowerment, Integrity, Passion)

Eg's of how team work is displayed in the workplace:

- Builds high performance teams
- Motivates others
- Shares knowledge
- Develops others
- Establishes and maintains good interpersonal relationships
- Shows respect towards others
- Gives constructive feedback
- Recognises team and individual contributions
- Maintains effective and meaningful communication channels

Efficiency

Achieving organisational results with a minimum of waste of time, effort and skill.

(Link to values: Integrity, Empowerment, Accountability, Innovation)

Eg's of how efficiency is displayed in the workplace:

- Uses resources efficiently
- Seeks to reduce costs and smoothen processes
- Delegates effectively
- Seeks to optimise resources utilisation
- Plans well
- Self-discipline
- Acts pragmatically

Flexibility

Ability to adapt to new, different or changing organisational requirements.

(Link to values: Agility, Passion, Accountability)

Eg's of how flexibility is displayed in the workplace:

- Thrives on complexity
- Seeks continuous improvement
- Leverages diversity
- Change oriented
- Positive attitude towards change
- Seeks new opportunities
- Adapts quickly to change
- Applies sound judgement and solutions to solve problems

Pro-Activity

Change orientated and self-initiated behaviours required to achieve organisational goals.

(Link to values: Innovation, Agility, Passion, Accountability, Empowerment)

Eg's of how pro-activity is displayed in the workplace:

- Shows initiative
- Thinks strategically and generates vision
- Makes things happen
- Focuses on results
- Challenges unwritten rules and assumptions
- Is persistent
- Resilient
- Seizes opportunities
- Acts quickly
- Communicates effective messages in timely manner

Customer Relations

Building strong internal and external business customer relationships.

(Link to values: Integrity, Passion, Accountability, Empowerment, Agility)

Eg's of how customer relations are displayed in the workplace:

- Fulfils customer expectations
- Establishes sustainable client relationships
- Adopts a client centred approach
- Understands client needs
- Acts on promises made to clients
- Adopts open / honest communication with clients

Key Behavioural Accountabilities Continued

As a people leader within our business, you have additional leadership and management behavioural accountabilities. We expect all our people leaders to display the below competencies in the course of their work.

Task Leadership

Providing a purpose and pursuing it

- **Decisive Action**
Empower staff to make decisions; Make clear-cut and timely decisions; Take responsibility for getting results; Display a sense of urgency.
- **Future Orientation**
Give a sense of purpose and direction to the team; Anticipate problems/risks and take early action; Identify and quickly seize opportunities; Relate current actions to long-term organisational goals.
- **Dealing with Blockages**
Be assertive and solutions focussed; committed and persistent achieving goals; Tackle 'difficult' issues.
- **Innovation**
Be creative and innovative; Seek ideas and expertise from other areas; Welcome new ideas and act on them; Support staff working on their own ideas.
- **Outward Looking**
Facilitate effective working relationships across the organisation; Focus on the team's customers and stake holders; Seek sustainable solutions to meet organisational goals; Be aware of and consider the situation in other depts.

Task Management

Organising what has to be done to achieve

- **Performance Improvement**
Give ongoing/regular feedback and advice; Maintain discipline and standards of behaviour; Monitor and review performance with staff; Initiate and support staff training and development.
- **Roles and Objectives**
Agree clear roles, responsibilities and priorities for employees; Establish specific performance targets, objectives and measures; Assist in developing action plans.
- **Resources and Infrastructure**
Get the right structure, processes and technology; Adequately staff the work to be done; Ensure sufficient supplies and materials.
- **Quality and Productivity**
Use continuous improvement principles and tools; Analyse costs and benefits of decisions; Reduce waste and improve efficiency; Set clear priorities for actions.
- **Rationality**
Decide with adequate and accurate information; Demonstrate disciplined and logical thinking; Assess the risks and benefits of proposals and options.

People Leadership

Inspiring people to follow enthusiastically

- **Communication**
Communicate directly with the whole team; Ensure essential information is provided; Make complex issues easy to understand.
- **Networking for the team**
By-pass the hierarchy to sort out problems; Build relationships at own level and above; Create a network of useful contacts.
- **Pride & Enthusiasm**
Demonstrate pride and enthusiasm in the organisation and its goals; Promote the teams image and achievements; Show trust in the team's ability.
- **Leading by Example**
Show commitment to the organisation; Personally perform to high standards; Accept responsibility for failure; Be willing to 'get his/her hands dirty'.
- **People' Values**
Role model the organisations values and culture; Show reliability in meeting commitments; Be consistent, both in words and actions; Treat people equally and value diversity.

People Management

Making full and satisfactory use of people's abilities

- **Interest & Concern**
Show consideration and respect for staff; Show interest in staff members as people; Show concern about employees needs/worries.
- **Fostering a Team Environment**
Hold regular meetings; Get team issues and concerns openly aired; Negotiate and mediate to resolve issues/conflict.
- **Recognition & Reward**
Show interest and recognise what staff do; Praise people for specific achievement in a timely manner; Thank staff in ways they appreciate.
- **Delegate & Trust**
Understand and utilise employee capabilities; Encourage employees to develop their abilities; Involve staff in decisions affecting them; Encourage others to take initiative.
- **Listening & Learning**
Listen and act on feedback; Let staff question, disagree and discuss concerns; Allocate time to meet with employees; Be accessible and available when needed.

Key Task Accountabilities

Position Specific

- Responsible for driving the safety culture within the function and to take positive steps to ensure the engagement of all staff in identifying and resolving hazardous situations;
- Responsible for the ongoing evaluation and improvement of Standard Operating Procedures and business processes across maintenance and production with overall responsibility for delivery, cost and quality within manufacturing. The ongoing integration of manufacturing and site maintenance and production to bring about efficiencies, increasing productivity, reduced lead time and increased right-first-time performance;
- Manage the systems, practices, resources and operating standards which together ensure product cost, labour hours and yield standards for commercial products are met and improved over time;
- Ensure the required level of current Good Manufacturing Practices (cGMP) are met within the area of responsibility and that the Company's Quality System is followed, personnel are adequately trained and following the hygiene requirements of cGMP, the manufacturing facility and equipment meets the requirements for pharmaceutical manufacture and documentation and production processes are completed in accordance with relevant procedures;
- Ensure employees' goal-setting and evaluation processes are challenging and drive performance improvement of the function; furthermore, to ensure resource and attendance are managed such that the supply schedule is routinely met;
- Responsible for coaching, guiding and training of employees and specifically, the coaching of continuous improvement methodologies (e.g., Toyota kata) and lean practices (e.g., the Tier Process, Overall Equipment Effectiveness);
- Develop operational plans and budgets and a suite of improvement projects within function that deliver ongoing maintenance, production and supply chain efficiencies;
- Provide training, guidance and mentoring of employees with various experience levels and capabilities to develop new leaders, individual contributors, and technical experts;
- Availability and performance of direct manufacturing equipment and facilities reducing response times to repair and increasing mean time to failure;
- Adherence to the preventative maintenance schedule;
- Effective operation and management of the trades personnel;
- The functioning of production scheduling;
- The availability of materials, personnel and equipment to execute the production plan;
- Delivery and schedule performance;
- Reduction of manufacturing cost and the increase of productivity; and
- Ensure effective customer interface (internal and external) and develop methods for understanding customer satisfaction.
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Health, Safety and Environment

- Being personally accountable for health and safety, taking reasonable care for your own health and safety and for the health and safety of others - live and role model managing EHS;
- Carry out your roles and responsibilities as detailed in the relevant EHS policies and procedures;
- Ensure all EHS risk control measures, relevant EHS policies and procedures in your areas of responsibility are implemented, regularly monitored and maintained;
- Ensure 'workers' under your control are provided with the necessary information, instruction and training to effectively and safely carry out their work;
- Provide adequate supervision of employees, contractors, labour hire and visitors within your areas of responsibility to ensure compliance to EHS policies and procedures;
- The implementation and monitoring of consultative or participative arrangements for the management of EHS;
- Ensure injuries, illnesses and incidents including 'near misses' having a potential for injury, ill-health, damage or other loss, occurring in the workplace are reported and appropriately investigated and any associated preventative or corrective actions completed as scheduled;
- Ensure the identification, assessment, documentation and initial correction of hazards;
- Ensure EHS records are kept up to date, including risk assessments, workplace inspections and training records; and
- Support the recovery and rehabilitation of 'workers' in the event of work related injury or illness.

Human Resources

- Seek advice from and/or involve People & Culture, where required;
- Carry out your role and all people-based responsibilities in line with our company values, policies, procedures and processes;
- Ensure all employees within your respective areas comply with company policies, procedures and processes and act promptly to address all non-compliance;
- Proactively manage the performance of all employees within your department through planning, providing feedback, coaching, identifying development opportunities, performance improvement and/or disciplinary action as required;
- Where appropriate, develop succession planning initiatives to ensure the ongoing success of the department;
- Identify and communicate HR-based and/or non-technical training needs for self and others within the department;
- Have sufficient knowledge of employment conditions in contracts and/or our Enterprise Agreement to enable effective decision-making and planning;
- Understand and manage the recruitment, induction (including probation) and exiting process for all roles within the department, as required; and
- Act as the key communication conduit for your department ensuring all appropriate information is actively passed-on and explained in a timely manner.

Quality and Compliance

- Lead your team by understanding and demonstrating compliance with cGMPs and site procedures;
- Ensure all employees and contractors adhere to policies and procedures when carrying out tasks within your areas of responsibility;
- Demonstrate a leading role in the creation, review and ongoing development of cGMP documents;
- Ensure all your team members are trained in procedures as required in the relevant TQF;
- Prepare, review or approve relevant Protocols and Reports accurately and in a timely manner;
- Identify and follow through opportunities for continuous improvement;
- Participate in Regulatory, External and Internal audits, as required;
- Pro-actively manage investigations within your area and ensure the timely close-out of Exceptions and CAPAs;
- Pro-actively manage Change controls raised by your department to ensure changes progressed and closed in a timely manner; and
- Act as role model to your team to foster good cGMP understanding and department interactions across the site.

Training Compliance

- Ensure the provision of all technical training in your areas of responsibility;
 - Ensure that employees are trained, assessed and qualified in the relevant modules and training elements prior to conducting any activity;
 - Detail the modules and training elements required within each position in your areas;
 - Ensure all curricula, modules and training elements are current;
 - Ensure all training is accurately documented;
 - Ensure evidence of all training is forwarded to the Learning & Development Manager;
 - Act on training gaps by evaluating any potential impact on quality or EHS, and scheduling your employee/s to be retrained and/or reassessed in a timely manner; and
 - Ensure employees are appropriately supervised on activities until suitably trained.
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HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by email to 23145@hender.com.au

Telephone enquiries are welcome and may be directed to Andrew or Gill Manser on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.