



Biofuels Plant Manager

Biofuels Plant Managers are responsible for all aspects of plant operations including: health and safety, quality assurance, regulatory compliance, production, training, standard operating procedures, human resources, budget, maintenance, and facility management. They work with senior management to promote plant profitability, expansion and growth. They provide guidance, input and oversight to operations and maintenance activities by collaborating on solutions to biofuels production plant issues. They ensure that production is efficient and effective. They collaborate on the development of capital and operating budgets and are held accountable for delivering on-time, on-budget results. They ensure that all levels of safety within the plant and the environmental conditions meet compliance standards at all times.

Learn more about the role of a Biofuels Plant Manager by downloading the full skills profile for free at www.biotalent.ca/profiles.



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BioTalent Canada's Bio-economy Skills Profiles

Biotechnology's fusion of science and business creates unique requirements for jobs in the sector. Candidates often need skills suited both to the lab and the boardroom. As a result, occupational descriptions from other sources or sectors don't always fit the bio-economy exactly. That's why, in partnership with industry stakeholders, BioTalent Canada has developed skills profiles specific to the bio-economy—a project that will continue with the ongoing addition of other functions over time.

Each profile includes a definition of the occupation, a list of competencies and associated tasks, a summary situational analysis, language benchmarks, and essential skills.

Who can use these profiles?

Easy to use and interpret, our *Bio-economy Skills Profiles* were created to meet the needs of a wide range of audiences. Here's how you might use them if you're an:

Employer: Develop job descriptions, performance evaluation criteria, professional development programs, succession plans, team building initiatives and recruitment plans.

Job seeker: Identify your professional development needs, tailor your résumé for a specific position, prepare for interviews and interpret job descriptions.

Educator: Build industry-oriented curricula to help produce job-ready graduates.

Student: Grow your understanding of employers' expectations and choose the right educational programs to equip yourself with the skills for success.

Validated by industry

BioTalent Canada created its *Bio-economy Skills Profiles* in consultation with industry to accurately capture the needs of biotechnology companies and produce truly practical, relevant resources. These profiles summarize the high-level skills required for each occupational profile and itemize in detail the common tasks associated with each function. Because the profiles are comprehensive, not every skill may be required for a single position: instead, the profiles present the full sets of skills that could be expected of a person in a given role within companies at various stages of development.

Information you can trust

BioTalent Canada is the country's source for reliable, objective and accurate information on skills development and human resources in the bio-economy. Our aim as Canada's biotechnology sector council is to deliver the human resources tools, information and skills development resources industry needs to ensure an adequate supply of job-ready people.

Understanding the bio-economy

Canada's bio-economy is engaged in the research, development, commercialization and manufacturing of biotechnology products. The bio-economy is constantly expanding as new technologies and techniques are applied to an ever-broader range of industries and sectors including:

Agriculture	Genomics
Aquaculture	Human and Animal Health
Bioenergy	Industrial
Bioinformatics	Life Sciences
Bioproducts	Medical Devices
Biosciences	Nanotechnology
Environment	Natural Resources
Food Processing	Nutraceuticals
Forestry	Pharmaceuticals

Get started today

Even before you download the full **Biofuels Plant Manager Skills Profile**, get a sense of the information it contains and how you might use it in your work. Attached here is a quick-reference checklist that summarizes the core skills required for the position and the common tasks associated.



Go to www.biotalent.ca/profiles and download the complete Biofuels Plant Manager Skills Profile.

Bio-economy Competency Profile Checklist

Biofuels Plant Managers combine solid technical knowledge of biofuels production with managerial experience. Most hold a bachelor's degree in: agronomy, agricultural business or agricultural economics; chemical, mechanical, process or petroleum engineering; chemistry; or operations management—and possibly a master's degree in business as well.

Building on these, a **Biofuels Plant Manager** must be able to:

A. Manage

- 1. Provide leadership
- 2. Develop budgets
- 3. Develop capital budget
- 4. Implement financial efficiencies
- 5. Interpret financial statistical data
- 6. Develop policies and procedures
- 7. Implement and follow standard operating procedures (SOPs)
- 8. Ensure compliance with codes, regulations and standards
- 9. Set goals and objectives
- 10. Maintain plant's record system
- 11. Manage projects
- 12. Coordinate contracted services
- 13. Manage purchase orders
- 14. Manage risk
- 15. Set organizational priorities
- 16. Manage and protect intellectual property



B. Implement safety and environmental program

- 1. Establish occupational health and safety and environmental committees
- 2. Complete hazard assessment
- 3. Develop health and safety Standard Operating Procedures (SOPs) and protocols
- 4. Develop environmental Standard Operating Procedures (SOPs) and protocols

- 5. Implement and enforce the health and safety and environmental plan
- 6. Ensure access to safety equipment

C. Maintain human resources

- 1. Identify human resource skills required for plant operations
- 2. Develop and maintain organizational chart
- 3. Hire employees
- 4. Implement plant training programs
- 5. Develop incentive plan, as required
- 6. Conduct performance management
- 7. Discipline employees
- 8. Build teams
- 9. Develop succession management plan for team
- 10. Negotiate collective agreements, as required
- 11. Pay staff according to contract terms

D. Maintain quality

- 1. Implement quality standard procedures
- 2. Maintain a continuous improvement program
- 3. Maintain a continuous testing program
- 4. Maintain traceability system

E. Maintain production

- 1. Develop plant production schedule
- 2. Identify specific human resource needs, as required
- 3. Source raw materials
- 4. Coordinate logistics
- 5. Manage production waste
- 6. Develop continuous improvement program
- 7. Support Research & Development (R&D) activities

F. Maintain facility

- 1. Define the facility and associated activities
- 2. Procure equipment
- 3. Implement preventative maintenance schedule
- 4. Schedule maintenance shut-downs
- 5. Develop emergency response preparedness program
- 6. Assess impact of emergency shut-downs
- 7. Monitor key parameters
- 8. Maintain housekeeping
- 9. Maintain inventory of critical spare part

G. Communicate

- 1. Communicate effectively
- 2. Develop communication tools and protocols
- 3. Hold and chair meetings
- 4. Make presentations
- 5. Communicate with customers
- 6. Communicate with vendors and suppliers
- 7. Communicate with direct reports
- 8. Communicate with senior management
- 9. Communicate with regulatory bodies
- 10. Develop a communications and public relations plan



- 11. Represent the facility in the community
- 12. Network
- 13. Exhibit sensitivity to cultural and social diversity

H. Develop personal competencies

- 1. Solve problems
- 2. Negotiate
- 3. Delegate
- 4. Use software applications
- 5. Use electronic communications
- 6. Commit to personal and professional development
- 7. Be decisive
- 8. Be open to change
- 9. Participate as an active team member
- 10. Coach and mentor
- 11. Attend trade shows and seminars, as required

