



Manufacturing Supervisor

Bio-economy Skills At-a-Glance



Building skills for Canada's bio-economy

About BioTalent Canada™

Helping Canada's Bio-economy thrive globally

Canada is a world leader in biotechnology—the application of living organisms to industrial, agricultural, medical and other processes and products. To maintain and build on this leadership, the sector needs highly skilled, job-ready people.

By acting as a national hub and central resource for employers, job seekers, students, educators and government agencies, BioTalent Canada helps make this happen.



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About the Bio-economy

The bio-economy involves the research, development, manufacturing and commercialization of technologies and products for such areas as:

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

Components of the Bio-economy Skills At-a-Glance

The *Bio-economy Skills At-a-Glance* are built around *Key Competencies*. They are *not* complete *Bio-economy Skills Profiles*. They capture the key hard and soft skills required to successfully function in this position. Those key competencies require specific tasks be accomplished in order to attain the desired outcome. More often than not, those key activities are functional in nature and require the application of specific knowledge acquired by education, training or practical experience. In bio-economy companies, those functional competencies may be very broad and diversified, encompassing both scientific and business expertise. Some may refer to functional competencies as hard skills of the position.

The *Bio-economy Skills At-a-Glance* have been developed through secondary research and have NOT been validated by industry. As a result, industry feedback will be greatly appreciated. Please send any feedback to portfolios@biotalent.ca.

The *Bio-economy Skills-At-a-Glance* are useful for such activities as recruiting, professional development, coaching, self-assessment, and many other purposes.

Occupational Description

Manufacturing Supervisors run the everyday operations of the production teams and keep detailed records and reports reflecting the quantity, quality, or safety procedures used by the teams. They supervise and coordinate the activities of production staff. They provide guidance to employees to ensure operations meet GMP requirements.

Potential Professional Background and Education/Bio-economy or Relevant Experience

Education/Certification

- University degree in engineering, business or related science

Professional Experience

- 2 - 5 years experience, some employers may ask for more
- Supervisory experience
- Project management experience
- Experience working with cGMP
- Knowledge of government rules and regulations

Competencies and Tasks

A Manufacturing Supervisor must be able to:

A. Analyze and process information

TASKS
1. Analyze production schedules
2. Analyze inventory levels
3. Estimate personnel requirements
4. Forecast production capacity
5. Forecast staffing needs

TASKS
6. Analyze schedule impacts

B. Monitor and control resources

TASKS
1. Monitor budgets
2. Monitor production schedules
3. Monitor production timelines
4. Monitor adherence to quality assurance standards
5. Monitor adherence to regulatory requirements
6. Monitor adherence to SOPs

C. Coordinate the work and activities of others

TASKS
1. Provide direction on schedule development
2. Oversee production schedule implementation
3. Implement work assignment schedule

D. Operate machines

TASKS
1. Set up machinery and equipment
2. Operate machinery and equipment
3. Monitor machinery and equipment performance during operation
4. Provide troubleshooting assistance for machinery adjustments during operation

E. Staff organizational units

TASKS
1. Make hiring recommendations

TASKS
2. Recruit employees
3. Supervise workers
4. Discipline employees
5. Make employment termination recommendations
6. Terminate employment

F. Coach and develop others

TASKS
1. Train staff
2. Mentor staff
3. Motivate staff
4. Encourage continuous learning and development of staff
5. Conduct performance management

G. Document and comply with policies and procedures

TASKS
1. Implement policies and procedures
2. Contribute to the development of safety and security procedures
3. Enforce safety protocols
4. Implement quality standard procedures
5. Maintain regulatory compliance
6. Develop work instructions
7. Follow current Good Manufacturing Practices (cGMP)

H. Document, record and report information

TASKS
1. Prepare technical reports
2. Report planned/scheduled production

TASKS
3. Report on inventory levels and costs
4. Report on production costs and activity levels
5. Report on production problems
6. Prepare activity reports

I. Use computers

TASKS
1. Use email software as appropriate
2. Use Microsoft Office as appropriate
3. Use database software as appropriate
4. Use ERP (SAP) computer software as appropriate

J. Demonstrate personal competencies

TASKS
1. Lead with confidence
2. Demonstrate teamwork
3. Exhibit sensitivity to cultural and social diversity
4. Be customer service focused
5. Work in a fast-paced environment
6. Follow company's policies and procedures
7. Demonstrate time management skills
8. Manage stress
9. Be a quick learner
10. Communicate effectively and clearly
11. Demonstrate professional attributes
12. Continuously update skills

Strong Board of Directors

The Board of Directors is composed of experts in the field of HR, CEOs, CFOs and CSOs from across Canada with extensive financial and industry experience representing companies and organizations in Canada's bio-economy. BioTalent Canada is not a membership organization and therefore relies on the guidance provided by its dedicated volunteer Board of Directors.

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