

# Manufacturing Supervisor

## National Occupational Standard Summary



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### Definition of occupation | **Manufacturing Supervisor**

The Manufacturing Supervisor runs the everyday operations of the production teams and keeps detailed records and reports reflecting the quantity, quality, or safety procedures used by the teams. During day-to-day operations they are involved in the direct supervision of production staff, coordinating their activities and ensuring that sufficient numbers of qualified personnel are assigned to production tasks.

They provide guidance to employees on specific procedures, including Good Manufacturing Practice (GMP) requirements. They must balance production demands with the need for safety, efficiency, and the effective development of their team or workgroup.

#### Level of education, training or designations requirements

<b>Typical Education Required</b>	Secondary	College	Bachelor	Master	PhD
<b>Typical Starting Experience</b>	0-5 yrs.	5-10 yrs.	10-15 yrs.	15-20 yrs.	20+ yrs.

- Bachelor's or master's degree in a relevant field (engineering, life sciences, technology)
- Minimum three years of supervisory experience in a manufacturing environment
- Minimum five years working in the industry in a manufacturing/industrial setting
- Experience in working with national and international standards (cGMP, ISO, etc.) relevant to manufacturing in this industry

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This role works in the following subsectors:

**Applicable To**

- Bio-Health
- Agri-Bio
- Bio-Industrial
- Bio-Energy

The level of complexity of the role is:

**Span of Complexity Levels**

- Foundational
- Operational**
- Specialist/Management
- Expert/Executive

### MANUFACTURING SUPERVISOR COMPETENCY SUMMARY

Competencies	Complexity Level Required			
	1 Foundational	2 Operational	3 Specialist/ Manager	4 Expert/ Executive
<b>Core</b>				
Operations Management				
Production Management				
<b>Technical</b>				
Continuous Improvement				
Document Management				
People Management				

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Competencies	Complexity Level Required			
	1 Foundational	2 Operational	3 Specialist/ Manager	4 Expert/ Executive
<b>Industry Regulatory</b>				
Health and Safety Management				
Hazard Assessment				
Emergency Response Management (ERP)				
Environmental Management				
<b>Personal and Professional</b>				
Team Leadership				
Communication				
Problem Solving				

## Core competencies

### Operations Management

Completes and coordinates operation activities by scheduling and assigning personnel, accomplishing work results, establishing priorities, monitoring progress, revising schedules, resolving problems, and reporting results of the processing flow on shift production summaries in order to ensure that operations and production remain within the planned scope of work.

### Production Management

Monitors production performance, ensuring mechanical/structural/electrical integrity and reliability of all equipment and processes are consistent in order to deliver cost-effective production targets.

## Technical competencies

### **Continuous Improvement**

Participates in initiatives to improve current metrics in safety, productivity, expected costs, quality levels, and production time in order to meet customer requirement dates and manufacturing targets.

### **Document Management**

Coordinates and controls documentation within defined limits of authority as per company, industry, and regulatory requirements in order to ensure reporting of information is timely, accurate, legible, thorough, and accessible to authorized personnel as/when required.

### **People Management**

Applies knowledge of the production processes to evaluate staff performance against set performance requirements in order to identify performance improvement needs and implement corrective actions, ensuring that staff performance delivers set production targets.

## Industry regulatory competencies

### **Health and Safety Management**

Educates and directs personnel on the use of all control points, equipment, and resources in order to maintain compliance with established policies and procedures. Also demonstrates awareness of the importance of health and safety to ensure a safe and clean work environment.

### **Hazard Assessment**

Conducts field-level risk assessments, as required, by using a structured method for identifying and evaluating risks to determine the probability that an event/incident will happen and the amount of damage (harm, impact, severity of consequence) that can be caused in order to prevent or lessen the probability of a severe incident.

### **Emergency Response Management (ERP)**

Communicates company and regulatory Emergency Response Plan (ERP) expectations to confirm understanding and preparedness of ERP by all workers and contractors in order to ensure a quick, safe, and effective response in the event of an emergency.

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### **Environmental Management**

Implements company-established systems and processes with good stewardship practices and ensures that environmental controls are being used (e.g., emissions, noise, water quality, fire breaks, etc.) in order to ensure compliance with set obligations and regulatory conditions.

## Personal and professional competencies

### **Team Leadership**

Leads and develops teams and manufacturing technicians to develop an effective production team that is able to perform assigned tasks at required performance levels.

### **Communication**

Communicates with direct reports, peers, and managers using effective written, verbal, and non-verbal processes to ensure understanding and generate efficient and effective execution of tasks, enhancing successful achievement of performance metrics.

### **Problem Solving**

Applies experience and specific knowledge to act as a technical resource and key decision maker in solving technical problems related to production and manufacturing.

## USE NATIONAL OCCUPATIONAL STANDARDS TO:

- ✓ Build a job description
- ✓ Plan professional development
- ✓ Map career progression and succession planning
- ✓ Benchmark compensation

View the full National Occupational Standards at [biotalent.ca/NOS](https://biotalent.ca/NOS)

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