

Basic Details	
Job Title	Sr Manager Technical Services
Job Grade/ Level	M8/ M9
Function	Group 1 / Process Engineering-IPA, Methanol & Liquid CO2
Business Sector	K1 – Industrial Chemicals
Location	Taloja
Job Purpose:	
<ul style="list-style-type: none"> Summarizes the main points of the job description which may include key responsibilities, functions, and duties Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder Should contain 1 - 3 key points 	
<ul style="list-style-type: none"> Day to day monitoring / analysis of plant parameters of the allocated plant and suggest changes to ensure product specifications, optimum productivity and trouble shooting at a given condition. Carrying out periodic process audits to suggest areas for improvement w.r.t plant operation, energy conservation, RM and Utility Sp Consumptions, Safety procedures and SHE standards. 	

Key Accountabilities & Outcomes	
<p style="text-align: center;">Key Accountability</p> <ul style="list-style-type: none"> Main areas of accountability / key goals of the Job. Should contain five to Seven Key Accountabilities. Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process & Learning and Growth) 	<p style="text-align: center;">Major Activities/ Tasks</p> <ul style="list-style-type: none"> The tasks under Key Responsibility that the Job holder is suppose to perform to achieve the business goals
<ul style="list-style-type: none"> Process Monitoring. 	<ul style="list-style-type: none"> To compile day to day plant process data and analysis Suggestion of process changes Generate daily report on plant process operation. Assistance in planning of annual departmental Budget



<ul style="list-style-type: none">• Department operations/ functions	<ul style="list-style-type: none">• Daily meeting with operation group to carry out the review of process changes.• Daily rounds to plants for health monitoring of the systems / instruments and suggesting corrective actions as and when required• Troubleshooting of Problems.• Carrying out periodic plant audits in co -ordination with operation group.• Compilation of all relevant data in case of all process failures / equipment breakdowns / Customer complaints.• Execution of failure analysis recommendation's to avoid recurrence• Follow up activities with internal/external customer• Executing the planned improvements as per schedule• Responding to plant problems 24x7 days Preparation of Job completion report
<ul style="list-style-type: none">• Process Audits and Improvement plans.	<ul style="list-style-type: none">• Carry out plant audits w.r.t. Safety, process, and energy conservation as scheduled.• To generate audit reports and suggest action plans to improve conditions.• Suggest inputs for plant modifications proposals.• Review lab results and point out deviations.• Follow the Quality guidelines.
<ul style="list-style-type: none">• System compliance	<ul style="list-style-type: none">• Maintaining SOP's and documentation as per QMS system.• Adherence to organizational EHS systems while working.• Making of SLA's with other departments.
<ul style="list-style-type: none">• Team Working, Development and co ordination.	<ul style="list-style-type: none">• On the job training of sub-ordinates and operation groups.• Conducting plant / process trainings.

	<ul style="list-style-type: none"> • Proper co ordination with operation / service groups. • Sharing of latest developments in relevant fields.
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Work Relations (Internal and External)	
Internal Relations	External Relations
<ul style="list-style-type: none"> • Main interface of the Job Holder(Working relationships with Key stakeholders/ internal customers • Other Job Holders that the Job holder have may to liaise, report or coordinate with 	<ul style="list-style-type: none"> • Main interface of the Job Holder(Working relationships with Key stakeholders/ external customers
<ul style="list-style-type: none"> • Group- head and in his absence to Unit Head. • IPA Plant head, Shift in Charge Panel manager, field operators, site Shift Manager. Laboratory, maintenance departments, other division plants, EHS, HR ,Admin, Security & other related support functions on daily basis 	<ul style="list-style-type: none"> • Customers. • Technical consultants • Vendors & suppliers

Education Qualifications / Background
<ul style="list-style-type: none"> • State minimum qualification required by the Job Holder to work effectively on this position • BE / B. Tech / Diploma - Chemical Engineering
Relevant and Total Years of Experience
<ul style="list-style-type: none"> • Mention years of experience required for the job • Elaborate more of the relevance / type of the job experience required by the role • Minimum 4 years of experience for BE/B.TECH
Technical/Functional Expertise
<ul style="list-style-type: none"> • Stare minimum proficiency required on specific technical or functional skills required for the Job Role • Skills in data analysis and fault diagnosis of process plant. • Technical skills for sound cost effective and quality of relevant product. • Skills of plant auditing. • Training and Development of subordinates / operation people. • Job hazards and job safety in his area of work. • Hands on experience of SAP system . • Knowledge on technology / process evaluation.



- Knowledge on plant safety.

Behavioural Competencies (List only 3- 5 specific behavioural competencies)

- State behavioural competencies required to function effectively at this position
- Cost Consciousness.
- Analytical Thinking and problem solving ability.
- Communication and inter personal skill

Personality (List only 3- 5 specific personality characteristics)

- Write personal characteristics/ personality type that is suitable to work at this job level.
- Respect
- Integrity
- Excellence in whatever we do
- Well -being of others