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| **JOB NARRATIVE**   1. Job Purpose and Roles and Responsibilities of the Job 2. Organisation Structure, Outcomes/Value Add, Financials & Work Relations |

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| **Basic Details** | |
| Job Title | Shift In charge – AN/ NAP |
| Job Grade/ Level |  |
| Function | Manufacturing 2 –  Production / Operations AN ANP |
| Business Sector | K1 – Industrial Chemicals & CNB |
| Location | Taloja |
| Occupied/ Vacant | - |
| Name of the Job Holder (Current, if occupied) | - |
| Date (Last updated) | - |
| Approved by |  |

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| **Organisation Structure**  (where does the position stands in the organisation structure of the Business) |
| Position of the incumbent |

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| **Job Purpose:**   * 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 |
| * To operate the plant safely to produce AN Melt , LDAN & ANP conforming to set specifications with highest possible productivity level and meet the overall set Budget norms complying with EHS & Legal aspects. * To carryout Phosphuric , Sulphuric Caustic Acids tanker unloading operations and AN melt tanker loading operations safely meeting set targets.   To take quick decisions during emergencies & plant upsets to minimize consequential damage to properties.   * To plan, control In-process quality control systems. |

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| **Key Accountabilities & Outcomes** | |
| **Key Accountability**   * 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) | **Major Activities/ Tasks**   * The tasks under Key Responsibility that the Job holder is suppose to perform to achieve the business goals |
| * Plant operations | * Deployment of adequate manpower to ensure smooth & safe operation. * Optimizing the plant parameters to meet the plant efficiencies. * To plan the maintenance of equipments which will include the safe handing over & taking back without adversely affecting the production target. * Co-ordination with all other plant shift in charges for utilities, power & other inputs for smooth operation. * To meet Product dispatch requirements. * Trouble shooting effectively to reduce potential hazards & downtime. * Bring in improvement schemes based on the experiences during shift operations. * Close monitoring of shutdown & start up activities. * Monitoring of Loss points of Materials handled. * Ensuring the availability of * Standby equipments. * Lab Analysis of samples other than R. Material/ final product. |
| * EHS & statutory compliance | * Monitoring of safety interlocks & ensuring they are healthy. * To assess the hazards associated with jobs (IER & HIRA) and take appropriate actions to eliminate or minimize the effects. * To ensure the personnel working under him wears proper PPE. * To identify any existing unsafe condition & take corrective actions immediately. * Acting as an Incident Controller as per ''On-site Emergency plan'' * Ensure all jobs are carried out as per given SOP/ Checklist/OCP. * Ensuring the plant, equipments, work place clean & safe. * Monitor effluent quality and ensuring no ingress of process effluent to SWD. * Reporting of Near Miss Accidents. * Completing the tasks assigned to achieve and improve IMS Maturity/ any EHS related initiatives. * SAP related activities * Compliance to all statutory standards using live IMS documents * Daily upkeep 5s of plant during shift operations. |
| * Team Working   Training & Development | * On the job training of subordinates. * De-briefing of Job Instructions. * Holding informal discussions on plant related technical /EHS issues and updation of documents. * Periodic refresher training on SOP. * Motivating subordinates by role model. |
| * Process improvement drives. | * Carrying out the activities as instructed for any Improvement Drives adopted. |
| * Establishment & sustenance of TPM practices | * To carry out TPM initiatives at plant level by involving other team members |

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| **Work Relations ( Internal and External)** | |
| **Internal Relations**   * 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 | **External Relations**   * Main interface of the Job Holder(Working relationships with Key stakeholders/ external customers |
| * Group- head and in his absence to Unit Head. * Marketing Team ,AN ANP Plant head, Panel manager, field operators, site Shift Manager. Laboratory, maintenance departments, other division plants, EHS, HR ,Admin, Security & other related support functions on daily basis | * Customers , Vendors * Contract Labour |

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| **Key Dimensions** | |
| **Financial Dimensions**   * List the significant numerical data which will reflect the scope and scale of activities concerning this job such as budget, cost, revenue etc. | **People Dimensions**   * Mention the team size ( direct reportees only) the Job Holder would have to manage for the scope of activities concerning to this role |
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| **ACHIEVEMENT PROFILE**   * What are the capabilities required by the Job Holder at this position * Specify Knowledge ( technical expertise), experience, skills, behavioural competencies, personality required * It depicts candidate profile for making hiring decision and helps incumbent profile for competency mapping |

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| **Education Qualifications / Background**   * State minimum qualification required by the Job Holder to work effectively on this position |
| * BE/ B Tech Chemical Engineering |
| **Relevant and Total Years of Experience**   * Mention years of experience required for the job * Elaborate more of the relevance / type of the job experience required by the role |
| * Minimum 5-10 years’ experience in relevant field. (experience in Continuous process plant ) |
| **Technical/Functional Expertise**   * Stare minimum proficiency required on specific technical or functional skills required for the Job Role |
| * Technical knowledge of Petrochemical/Chemicals/ Fertilisers plant operation. * Analytical skills * Trouble shooting and problem solving skills * High level of inter personal skills * Understanding of business environment * EHS Norms & it's impact on Business. |
| **Behavioural Competencies (List only 3- 5 specific behavioural competencies)**   * State behavioural competencies required to function effectively at this position |
| * Knowledge of chemical engineering * Thorough knowledge of operation of continuous chemical process plant * Knowledge of safety and pollution control norms * Good interpersonal skills Manpower handling skills * Good communication skills. * Team leadership. * Computer literacy. * Highly Vigilant and high level of alertness. * Trouble shooting skills |
| **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 |