

JOB NARRATIVE

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

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 Acids conforming to set specifications with highest possible productivity level and meet the overall set Budget norms complying with EHS & Legal aspects. To carryout Acids tanker **loading**/unloading 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.

Key Accountabilities & Outcomes

Key Accountability	Major Activities/ Tasks
<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) 	<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"> • Plant operations 	<ul style="list-style-type: none"> • 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.



	<ul style="list-style-type: none"> • Bring in improvement schemes based on the experiences during shift operations. • Close monitoring of shutdown & start up activities/ Catalyst replacement. • Monitoring of Loss points of Materials handled. • Ensuring the availability of Standby equipment's. • Lab Analysis of samples other than R. Material/ final product. • Smooth operation tankfarm:- Acid tanker loading/ unloading ; SNA filling in drum/ carboys
<ul style="list-style-type: none"> • EHS & statutory compliance 	<ul style="list-style-type: none"> • 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/ 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 • Compliance of PSM
<ul style="list-style-type: none"> • Team Working Training & Development 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Process improvement drives. 	<ul style="list-style-type: none"> • Carrying out the activities as instructed for any Improvement Drives adopted.
<ul style="list-style-type: none"> • Establishment & sustenance of TPM practices 	<ul style="list-style-type: none"> • To carry out TPM initiatives at plant level by involving other team members • Involve and motivate for team working for TPM/5S

Work Relations (Internal and External)

Internal Relations	External Relations
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<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. Marketing Team, Acids 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 	<ul style="list-style-type: none"> Customers, Vendors

Key Dimensions	
<p>Financial Dimensions</p> <ul style="list-style-type: none"> List the significant numerical data which will reflect the scope and scale of activities concerning this job such as budget, cost, revenue etc. 	<p>People Dimensions</p> <ul style="list-style-type: none"> Mention the team size (direct reportees only) the Job Holder would have to manage for the scope of activities concerning to this role
<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

ACHIEVEMENT PROFILE
<ul style="list-style-type: none"> 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

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 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 5 – 10 years’ experience in relevant field. (experience in Continuous process plant)
Technical/Functional Expertise
<ul style="list-style-type: none"> 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