

JOB NARRATIVE

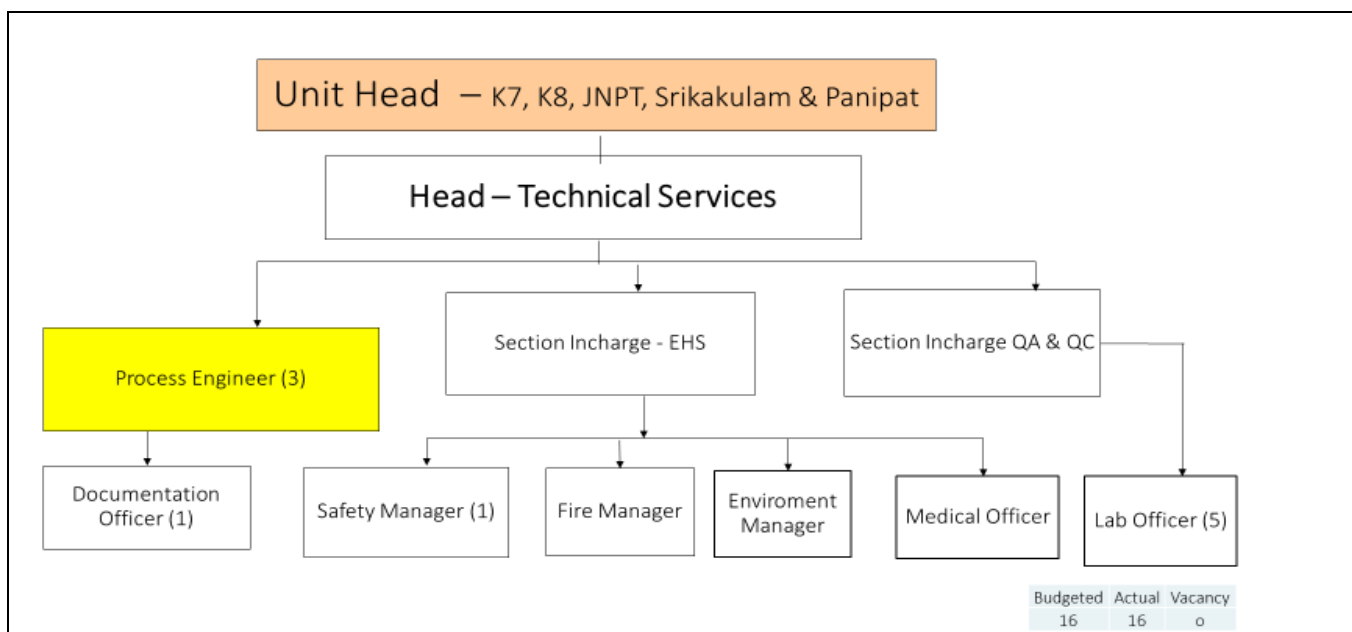
1. *Job Purpose and Roles and Responsibilities of the Job*
2. *Organisation Structure, Outcomes/Value Add, Financials & Work Relations*

Basic Details

Job Title	Sr. Manager – Technical Services
Job Grade/ Level	M8/LL4B1
Function	Process Engineer – Technical Services
Business Sector	TAN
Location	K8
Occupied/ Vacant	Occupied
Name of the Job Holder (Current, if occupied)	Occupied
Date (Last updated)	
Approved by	

Organisation Structure

(where does the position stand in the organisation structure of the Business)



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

The role is responsible to identify the operating bottleneck by monitoring the process parameters, carrying out analysis of the collated data & periodical process audits, preparing the technical feasible proposals & commission them ensuring all aspects of operation meeting specified norms

Key Accountabilities & Outcomes

Key Accountability	Major Activities/ Tasks
• MIS	• Provide inputs for the preparation of revenue budget of production & utility
	• Prepare Utility Allocation report, plant performance Monthly Report & Report necessary for government Agencies, on energy conservation etc.
• Process Monitoring	• Identify operating bottlenecks through process monitoring, periodical technical audits, failure investigations & generation reports of recommendations.
	• Monitor to implement recommended actions /proposals & evaluate the cost-economic benefits, environmental protection, quality enhancement regulating out of implantable action.

	<ul style="list-style-type: none"> Meeting the time line for engineering coordination of too many MOC's arising out of operating inadequacy or installation of old refurbished plant. Plan & coordinate performance guarantee test of process plants. Prepare failure analysis report as & when necessary. Preparation of equipment & instrument process data sheet for raising inquiry & evaluating the quotes. Carry out process audit on identified interval.
<ul style="list-style-type: none"> Operating improvements 	<ul style="list-style-type: none"> Engineering coordination of MOC for approval & implementation through RCA (Root cause analysis), HAZOP & cost benefit analysis. Analysing critical process parameter for drawing conclusion because of limited exposure to the related process. Collating the process data for communicating with process licensor and external agencies & raising inquiry, comparative analysis & technical recommendation for purchase of new equipment /instruments. Effective utilization of Utility network with fluctuation sales demand influencing product matrix. Engineering coordination of MOC Process calculation related with performance analysis Prepare utility allocation report. Give MIS support as & when required to HOD / TOP management. Maintain & update ISO documents for process department. Engineering document & Technical Library of reference management.
<ul style="list-style-type: none"> Training & Development 	<ul style="list-style-type: none"> To participate in related technical training / discussion, further understand & study the related process & software applications to submit analytical report / proposal. To share the learning with peers / colleagues Developing timely process calculations or engineering drawing for analysis in absence of process software's

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)
Department Heads – Production, Mechanical, Electrical & Instrumentation, Utility, Unit Head , QC Head	Government Agencies,

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*

Education Qualifications / Background

- *State minimum qualification required by the Job Holder to work effectively on this position*
- B.E. (Chemical)

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*
- 7-9 Years' Experience in similar industry

Technical/Functional Expertise

- *State minimum proficiency required on specific technical or functional skills required for the Job Role*
- Good process engineering knowledge
- Proper technical approach
- Good communication
- Conversant with computer application
- Positive attitude towards work.

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

- *State behavioural competencies required to function effectively at this position*
- Thinking Capabilities,
- Customer Orientation,
- Co-Ordination,

Personality (*List only 3- 5 specific personality characteristics*)

- *Write personal characteristics/ personality type that is suitable to work at this job level.*
- Calculative
- Result Oriented
- Innovative
- Team Work,
- Effective communication,
- Learning and Creativity