

# VACATURE

## HEAD OF PRODUCTION

### JOBDESCRIPTION

#### **POSITION PURPOSE**

The incumbent will manage the production operations at the site of Heel Belgium.

He/She ensures that all GMP guidelines are owned and applied within the entire team of your department and set as an exemplary way of working.

As Head of department he/she keeps the overall benefit of the company in mind.

He/She strives for a constructive collaboration with all other departments within Heel Belgium and enables alignment with the equivalent roles at the manufacturing site of Heel GmbH in Baden Baden (Germany).

He/She will manage and monitor all activities within the segments of the Planning, Magistral and Pre Production, the serial production, the validation, the technical supports and QA. These are current 7 direct reports and 11 indirect reports.

Yearly evaluations and target setting are essential parts within this position.

The incumbent plays an active role within the executive management team of Heel Belgium.

#### **Essential duties and responsibilities**

**As Head of production (HoP) within Heel Belgium he/she:**

- Is constantly oriented to improve processes and knowledge within the department and within Heel Belgium
- Organizes and presides regular department and interdepartmental meeting to align all actions of the department and to ensure successful collaborations with other departments.
- Links all production operations and technical interventions with QA and links back all QA requirements with production operations and technical interventions.
- Overviews the validation planning and ensures all validation requirements are fulfilled within the sometimes fluctuating priorities and within the forest timing.
- Ensures that all actions and events within the department are in line with legal and regulatory requirements concerning processes, equipment, etc.

- Structures and aligns the tasks of the direct reports and their teams to ensure all aspects within GMP are followed and executed.
- Organizes regularly 1 on 1 with the his/her direct reports.
- Ensure constant and sufficient provision of products and aligns the production planning in line with the demand forecasts from CM and S&M.
- Installs a critical constructive spirit within the department while facilitating a collegial and transparent communication.
- Ensures a profitable functioning of the department.
- Analyses and monitors all actions in order to strive for an optimal use of resources
- Ensures in collaboration with the department of Finance that all costs and expenses are managed within budget.
- Enables together with Finance that CoG's for all products are transparent.
- Analyses the need for new machinery in line with URS, IT and manufacturing needs
- Defines CSF for the well-functioning of the department and ensures the monitoring of the linked KPI's.
- Prepares and provides training according to training needs or GMP requirements for all employees within the department and links back to HR.
- Ensures internships can be handled and collaboration with schools is exploited as part of the company employer branding in alignment with HR.
- Ensures employees can improve their knowledge and expertise in order to further improve the execution of their roles.
- Ensures external stakeholders or customers see the manufacturing capabilities and competencies within Heel Belgium as an added value within the market.
- Participates in business meetings with customers for CM.
- Ensures employees feel an enjoyable working spirit within a positive environment.

**As member of the executive management of Heel Belgium the HoP will:**

- Actively promote collaboration within all the departments at Heel Belgium and provide support and expertise whenever required to all other departments within Heel.
- Represent Heel Belgium in relevant trade associations and networking events.
- Act as contact for external stakeholders and schools or universities with regards to the production activities within Heel Belgium.
- Acts in line with the relevant compliancy guidelines within Heel Belgium.
- Ensure constructive communication and collaboration with relevant departments at Heel GmbH.

**COMPETENCIES / BEHAVIOURS**

- Ability to keep the helicopter view
- Ability to shift gears and switch priorities when required
- Ability to strive for collaboration and internal alignment within the department
- Ability to network and represent Heel Belgium
- Ability to recognize and acknowledge every individual contribution within the company
- Ability to link and include the evolving IT environment with the manufacturing requirements
- Eager to learn & grow
- Openness to other opinions and seeing the mutual benefits
- Team player: bridge builder between functions and departments
- Customer focused in line with company strategy and compliancy guidelines
- Identify with Heel's Vision & Mission

## Qualifications / Knowledge/ Experience

➤ Education:

University degree, or equivalent through experience , in Bioscience Engineering, Chemistry, Pharmaceutical and/or biological technics.

The education is strengthened with continued expertise in manufacturing, QA, validation and/or technical support and new technologies related to manufacturing.

➤ Professional background/experience:

- Track record within Belgian pharmaceutical manufacturing from allopathic and/or homeopathic perspective.
- Experience in manufacturing and related processes within a pharmaceutical environment
- Experience with GMP guidelines within a pharmaceutical environment
- Experience with all kinds of validation and risk management within a pharmaceutical manufacturing environment
- Business development competences and project management skills are advantages
- Good insights and understanding of manufacturing machinery, processes and tools.
- Expertise and insight in current and future manufacturing and QA related software
- Successful track record in process improvement (Six Sigma, etc)
- Experience with people management and engaging employees
- Experiences with homeopathic manufacturing processes are an advantage
- Insights and understanding of all compliancy related matters within the Belgium pharmaceutical environment.

➤ Languages:

Dutch and English fluent in reading, writing and speaking, French is a plus.

➤ IT:

Excellent insights in manufacturing and QA software, Word, Excel, PowerPoint and Outlook.