

Operations Management COP Operations Strategies Task Team Position Description <i>Updated on 5 January 2012</i>	
Operations Management Overview: Operations Management Community of Practice (COP) aims to cover and review all areas of operations management including the integrated process flow from the supply of raw materials to final product distribution. The goal of the Operations Management is to discuss and better understand how a complex pharmaceutical manufacturing plant can work more efficiently to increase productivity.	
Position Purpose and Objectives: The Purpose of the Operations Strategies Task Team is to discuss, better understand and analyze the main Topics addressed to top management of pharmaceutical manufacturing organizations.	
Appointed by: Operations Management COP Steering Committee	
Responsibilities of this Position: The Operations Strategies Task Team will be responsible for developing the topics identified by the Steering Committee, such as : role of manufacturing in the global market, strategy setting and implementation, multi-site organizations, HR, training and career management, Job evaluation, MBO, public relations, etc.	
Skills/Experience Requirements for this Position: <ul style="list-style-type: none"> ➤ Management or consultancy on Operations Strategy ➤ Multi-site manufacturing ➤ Human Resources management 	
Length of Service: 1 Year Additional Details (optional):	
Time Commitment: Approximate hours per month: 2-4 hours Work will be <input type="checkbox"/> intermittent <input checked="" type="checkbox"/> regular <input type="checkbox"/> regular with peaks requiring additional effort.	
Meeting Schedule: Monthly teleconferences. Approximate once weekly calls to individuals to discuss activities, get feedback, etc.	
Attendance Requirement: Possible attendance at a Board Meeting (in person, or virtually) to demo the system and get feedback.	

Volunteer Expectations

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| <ul style="list-style-type: none"> ✓ <i>Actively participate in meetings</i> ✓ <i>Read materials and come prepared to each meeting</i> ✓ <i>Listen to people and ideas</i> ✓ <i>Become knowledgeable of the Society's policies and procedures</i> ✓ <i>Complete assignments on time</i> | <ul style="list-style-type: none"> ✓ <i>Respond to communications in a timely manner</i> ✓ <i>Develop a good relationship with Staff</i> ✓ <i>Respect confidentiality</i> ✓ <i>Fully support all decisions of the Board and Committee</i> ✓ <i>Always act in the best interests of ISPE</i> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>