

### Person Specification

<b>Job Title</b>	Workflow Manager
<b>Job Holder</b>	VACANT
<b>Reports To</b>	Operations Manager
<b>Date</b>	Feb 2021

		Essential	Desirable	Method of Assessment
	<b>Educational Attainment</b>			
E1	Level 4 qualification in Plant Process Operation or engineering equivalent	X		Application form / interview
D1	HSE approved training or certification		X	Application form / interview
	<b>Work Experience</b>			
D2	Experience of working in a GMP environment		X	Application form
E2	Experience of working in a process industry with minimum of 10 years, and 5 years with EHS management duties	X		Application form
	<b>Knowledge/Skills/Aptitude</b>			
E3	Demonstrates high attention to detail	X		Application form / interview
E4	Ability to work as part of a team to solve problems	X		Application form / interview
D3	Evidence of being safety conscious		X	Application form / interview
D4	Working with procedures and standards		X	Interview
D5	Working knowledge of Microsoft Office (Word/Excel/Powerpoint)		X	Interview
E5	Ability to communicate technical and EHS information in a clear and concise manner and check the understanding of team members	X		Interview
E6	Ability to read and understand P+ID and electrical drawings relating to process plant	X		Interview
	<b>Circumstances</b>			
E7	Expectation for out of hours working patterns	X		Interview
D6	Experience of managing the permit to work request system and prioritising		X	Application form / interview