CLASSIFICATION SPECIFICATION

Manufacturing Extension Partnership Liaison to the NIIMBL Institute

FT/PT Class Code: 3110, 3610 Pay Grade: B/C 24 FLSA: Exempt Est. 08/18/17

***SUMMARY STATEMENT*:** An incumbent collaborates with the National Institute for Innovation in Manufacturing Biopharmaceuticals (NIIMBL) Institute to determine opportunities to support the industry through the national Manufacturing Extension Partnership (MEP) network. Duties include assisting in the development of new programs and educating the national network to optimize engagements with biopharmaceutical companies around the country.

NATURE AND SCOPE:

A class incumbent typically reports to an administrative supervisor and may supervise and/or train personnel. A significant aspect of this work is interacting with manufacturing clients in the biopharmaceutical industry to understand their manufacturing processes, technologies and business practices needs and develop action plans for the MEP network to develop solutions with resource partners, when appropriate, and educational materials and facilitate training for national network members to advance bio pharmaceutical industry in their territories. The class incumbent will also need to identify revenue streams to fund endeavors in support of this industry while ensuring manufacturers are aware and accessing the value from the Manufacturing USA institutes.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Serves as the national MEP expert in the biopharmaceutical industry and is a liaison between NIIMBL, manufacturers and the National Institute for Standards and Technology (NIST), trade organizations, educational and economic development groups, and others. Works with NIST to identify support opportunities for the biopharmaceutical industry nationally, including creating and issuing surveys to assist in capturing national data.

2. Functions as a team leader to coordinate, document, measure and report on performance objectives for a team comprised of MEP team members from North Carolina and Massachusetts and other external stakeholders.

3. Interacts with biopharmaceutical manufacturing clients to understand their manufacturing processes, technologies and business practices and to provide information and guidance regarding services available through the MEP network.

4. Conducts business and operational assessments of biopharmaceutical manufacturers to identify needs and establishes action plans to develop solutions the national network can develop and implement.

5. Manages performance criteria set by the MEP to meet business goals and objectives and to ensure compliance.

6. Researches, develops and executes pilot projects which may involve new business models or service offerings to improve sustainability through revenue streams and improvements to existing programs to enhance effectiveness.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Coaches MEP field agents from around the country on client engagement practices, ensuring best practices are being transferred to the MEP staffs from around the country. Manages consultant performance and schedules for projects to ensure all objectives can be completed within the grant timeline and budget.

8. Conducts seminars and/or workshops to build awareness among MEP network centers on biopharmaceutical industry needs, opportunities, solutions and general knowledge and best practice sharing.

9. Researches national publications, federal and State guidelines, trade journals, etc., to remain current in technologies and business practices in assigned area(s) of expertise.

10. Prepares a variety of reports, technical articles for publication, and technical input for brochures and flyers.

11. Prepares grant applications and develops written proposals and contracts.

12. Supervises and/or trains personnel as assigned.

13. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

◊ Knowledge of manufacturing technologies and business practices.
◊ Knowledge of the biopharmaceutical industry.
◊ Knowledge of research methods and clinical trial procedures.
◊ Knowledge of Lean Manufacturing and Quality Management Systems.
◊ Knowledge of relevant industry and federal policies, procedures, and regulations regarding manufacturers.
◊ Skill in conducting business and operational needs assessments.
◊ Excellent critical and analytical thinking skills.
◊ Ability to effectively manage projects and meet deadlines.
◊ Ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS:

◊ Bachelor's degree in a relevant field and four (4) years of manufacturing experience to include knowledge of the bio pharmaceutical industry, research methods, and/or clinical trial procedures.