

<b>Job Title: Production Manager</b>	<b>Location: Hunmanby</b>
<b>Department: Production</b>	<b>Contract: Permanent</b>
<b>Reports To: Operations Director</b>	<b>Direct Reports:</b>

## 1.0 Job Summary & Role

The Production Manager will have key accountability for daily, monthly and annual achievement of production objectives and targets to ensure world class levels of customer satisfaction. Ensuring that goods and services are produced efficiently; that they are of the right quality, quantity, and cost; and that they are produced on time is a crucial part of this role.

Responsibility for the human and materials resources needed to meet demand and ensure workforce are adequately trained to enable them to produce a quality product will also be determined by the Production Manager.

The role is based at our offices in Hunmanby, but visits may be required to suppliers worldwide. It is a requirement of this role that the job holder will be prepared to travel on company business nationally and internationally

## 2.0 Key Responsibilities & Main Duties

- Monitor the production processes and adjust schedules as needed
- Supervise and motivate all production workers
- Pre-production - responsibilities include the selection and design of equipment; the plant layout; materials handling; and production planning (including demand forecasting, production scheduling and input to the ordering of raw materials)
- Production – responsibilities encompass production control (the sequencing of jobs, updating time schedules, etc); stock control; quality control; health and safety issues; and the maintenance and replacement of production equipment
- Continually assess and improve assembly processes
- Liaise with Engineering on new products
- Manage the operation of all production
- Develop budgets and seek approval for supplies, materials, and human resources, ensuring that materials, labour and equipment are used efficiently to meet production targets
- Continually ensure that an effective set of KPIs are in place and monitored that identify the key aspects of operations and drive improvement focus.
- Continually ensure that “world class” production practices are understood and implemented across the plant to ensure continual improvement toward lean ideals.
- Review production schedules and production orders to make decisions concerning stock requirements, staffing requirements and work procedures
- Monitor production processes and confer with technical or engineering staff to resolve production or processing problems
- Co-ordinate all areas of production enabling true production flow
- Initiate and co-ordinate inventory and cost control programs



- Develop and implement production tracking and quality control systems, analysing raw materials, production, quality control, maintenance, and other operational reports, to detect production problems.
- Review new product development plans and confer with engineering staff to ensure the successful introduction of new products and processes.
- Manage sub-contractors where appropriate
- Plan and implement test and calibration activities
- Ensure effective stock control for both raw materials, WIP and finished product establishing ideal stock profiles and driving improvement in inventory turns.
- Direct and motivate the workforce
- Implement ongoing training & development plan for production employees ensuring continual improvement in performance and skills
- Maintain relevant records in line with Personnel procedures
- Key holder responsibility

### 3.0 Internal & External Relationships

- Operations Director
- Establish and maintain key relationships with stake holders in Engineering, Purchasing Finance and Sales.
- Establish and maintain key relationships within the Enterprise.
- Establish and maintain key relationship with temporary workforce and key training companies.
- Establish and maintain key relationships equipment manufacturers.

### 4.0 Key Performance Indicators

- Work with senior management to set company KPIs for production – particularly quality and delivery
- Ensure that all customer orders are delivered on time to deliver outstanding levels of customer satisfaction
- Ensure the highest standards of production quality
- Ensure regular maintenance programmes for all machinery
- Ensure production effectiveness and efficiency improve continually setting world class performance standards and cost improvements
- Work effectively with other areas of the business, particularly sales support, purchasing and quality



**5.0 Essential/Desirable Factors**

<b>Knowledge</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A proven track record of continuous improvement within a manufacturing environment</li> <li>• LEAN Manufacturing</li> <li>• Cost-saving initiatives</li> <li>• Maintenance programs</li> <li>• Health &amp; Safety policies in a manufacturing environment</li> <li>• Quality standards</li> </ul>	<p><b>Desirable:</b></p>
<b>Skills &amp; Attributes</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Leader of large teams of a variety of skill levels.</li> <li>• Confident IT skills with experience of a computerised production system and MS Office</li> <li>• Communication skills particularly the ability to influence and persuade others</li> <li>• Ability to lead by example with a hands-on approach</li> <li>• Demonstrate a positive and enthusiastic attitude.</li> <li>• Ability to train, coach and mentor their team</li> <li>• Proactive mindset</li> </ul>	<p><b>Desirable:</b></p>
<b>Experience</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience in a high turnover Manufacturing environment</li> <li>• Implementation and operation of a variety of production techniques and tools</li> <li>• Experience in taking a proactive approach to managing large teams</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Established experience in an electronics production management role</li> </ul>
<b>Qualifications</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• HNC in a Manufacturing related Discipline</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Educated to HNC level in Electrical/Electronic Engineering or relevant industry experience.</li> </ul>

<b>Created by</b> Mike Pennock	<b>Dated Created</b> January 2023
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