

Job Description

Job title: Process Improvement Manager	Holidays: 25 days / year + statutory Pension: 5% contributory
Department: Process Improvement	Reports to: Operations Director
Hours per week: 38	Hours of Work: 0830 – 1700 Mon-Thurs 0830 – 1500 Fri
Duration: Permanent Full Time	

Job Summary

- To provide overall management to the Process Improvement team.
- To apply principles of engineering, manufacturing technology and management science to the production process in order to make it as efficient as possible.
- To ensure that the manufacturing process operates as smoothly as possible, reducing costly inefficiencies to a minimum.
- Responsible for making sure that the manufacturing equipment is in good working order to ensure maximum product throughput, whilst achieving the highest levels of quality.
- Work closely with business leaders, as well as employees involved in the manufacturing process, to identify and resolve potential problems that could lead to equipment failure.
- To implement cost-saving initiatives that remove non-value-added steps from the process, consequently saving time and money without impacting the quality of the finished product.
- The analysis of data and the production of graphs and progress charts.

Main Functions & Duties

- To provide effective leadership to the Process team, organising the recruitment and training of staff, as well as monitoring their performance and progress. Motivate, organise and encourage teamwork to ensure productivity targets are met or exceeded
- Maintain and improve the production machinery's efficiency and maximum running time.
- Develop and implement training for appropriate employees on existing and new production machinery.
- Prepare and communicate project developments and progress to management and production teams.
- Liaise with product development team to ensure that all products are designed for efficient manufacturing.
- Conduct research and make recommendations on what new production machinery should be implemented.
- Manage the installation and commissioning of all new production equipment.
- Implement and manage all SPC initiatives.
- Introduction and management of new processes and procedures.
- Introduction and management of quality reporting.
- Planning/implement of test and calibration measurements.
- Monthly reporting of key performance indicators.
- The introduction and management of lean manufacturing initiatives.

Critical Success Factors

Success in this role will be judged by the following key performance indicators

- Ensure the highest quality of Process Improvement services and support.
- Ensure maximum machine availability.
- Effective close working and communication with management and production teams.
- The continuous improvement of efficiency, quality and utilisation.

Working Conditions

The role is based at our offices in Hunmanby. It is a requirement of this role that the job holder will be prepared to travel on company business, locally and nationally.

Job Holders Attributes

Essential experience/skill and knowledge

- Experience in an electronics production engineering.
- Qualified in Electrical Engineering/Manufacturing to HND/Degree level.
- Being highly technical and thorough.
- Being professional and proficient.
- Having a good understanding of manufacturing processes.
- Planning and prioritising activities.
- Communicating and presenting data effectively.
- A high level of IT literacy.
- Leadership skills.
- Knowledge of all soldering methods.
- Lean manufacturing skills.

Useful experience/skills and knowledge

- An understanding of TQM or other quality initiatives.
- Experience of health and safety requirements.
- Automated test systems.

Name of person compiling description:

Date of description: August 2018