



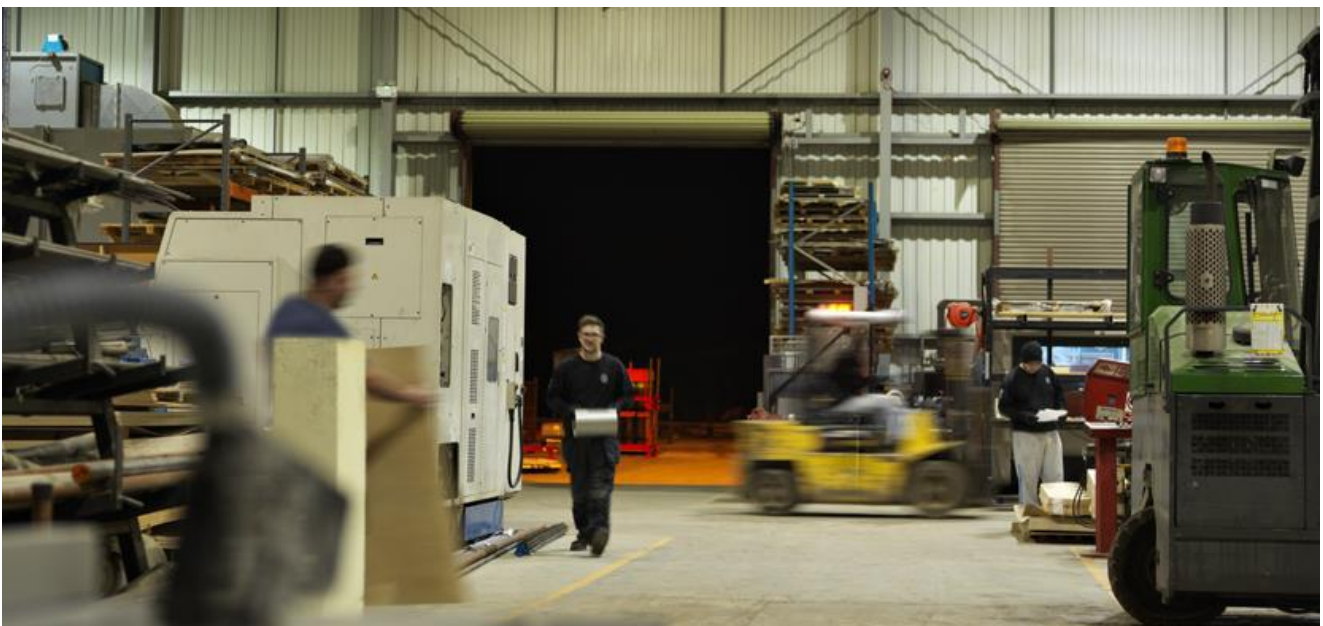
# Production Manager

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## Production

We believe that having so many capabilities under one roof gives us a control and adaptability throughout the production process that cannot be matched by any other provider.

With over 12,000 square metres of space at our facility in Tockwith, we have the ability to deliver projects at a broad range of scale. At the heart of this operation are three hangars that provide us with the space to innovate, experiment and manufacture. From a single circuit board to a 42m scenic icebreaker, our production facility is the environment in which ideas are brought to life.



**Salary:** £12.00 per hour - £17.00 per hour depending on experience, hourly paid, time and a half paid for overtime after 40 hours and for Saturday work

**Hours of work:** 7.30am – 4.00pm, with regular overtime

**Contract Type:** Permanent

**Based at:** Tockwith, near York



# Job Description

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## Production Manager Role:

The Production Manager is responsible for ensuring that manufacturing processes run reliably and efficiently and that project requirements are met, specifically projects are delivered on time, in full, to the required quality whilst adhering to all H&S standards.

The Production Manager will work closely with all Production Departments including, Engineering Drafting and Design, Project Management, Specialist Manufacturing, Machining and report directly to the Head of Production.

The role will primarily be focused on day to day shop floor management where it is expected that your time will be split approximately 80% on the shop floor & 20% in the office.

## Key Responsibilities:

- Ensuring that project requirements are understood and realised
- Taking an overview of the production processes for given projects
- Implementing production schedules – coordinating with Project Managers and the Head of Production
- Assessing project and resource requirements and highlighting any issues
- Re-negotiating timescales or schedules as necessary in conjunction with the Head of Production Advise on construction methodology if not practical or achievable
- Ensuring that Department Supervisors are aware of any health and safety issues and reporting of incidents as necessary
- Selecting, ordering and purchasing materials
- Actively look for opportunities to improve efficiencies by reducing waste and process improvement
- Ensure that overtime is planned and resources in place to meet demand
- Ensure that all company & statutory systems and procedures are followed with regards to Health & Safety and the Quality Management System

*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.*



# Person Specification

ESSENTIAL / DESIRABLE	
<b>Qualifications</b>	
A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience	<b>Essential</b>
<b>Knowledge</b>	
Excellent Knowledge of materials / grades of steel / metallurgy	<b>Desirable</b>
Knowledgeable in construction methods in a broad range of sector	<b>Essential</b>
Working knowledge of wood/metal/CNC machinery / equipment	<b>Desirable</b>
<b>Skills, abilities and competencies</b>	
Ability to lead a team, problem solve and deal with pressure	<b>Essential</b>
Ability to communicate effectively with a wide range of people	<b>Essential</b>
Strong teamworking skills	<b>Essential</b>
FLT licence	<b>Desirable</b>
Working at Height Training	<b>Desirable</b>
IOSH Managing Safely	<b>Desirable</b>
<b>Experience</b>	
At least 5 years' experience in a multi-disciplined workshop environment	<b>Desirable</b>
Experience of leading a team / supervising	<b>Essential</b>
Experience of working to varying production deadlines & changing specifications	<b>Essential</b>
Lean & Process Improvement experience	<b>Desirable</b>
<b>Personal attributes</b>	
Positive attitude to work	<b>Essential</b>
Highly organised and able to work flexibly, under pressure and to tight deadlines	<b>Essential</b>
Drive, enthusiasm and commitment	<b>Essential</b>
Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year	<b>Essential</b>



Willingness to undertake relevant training as appropriate	<b>Essential</b>
Enthusiasm to support other areas of the department as required	<b>Essential</b>
Recognises the need for change and is forward looking. Promotes the benefits of change to others and regularly comes up with new ideas. Has the willingness to adopt new ways of working and to make improvements.	<b>Essential</b>