

<b>Job title:</b>	Production Manager
<b>Department:</b>	Manufacturing/operations
<b>Reports to:</b>	Manufacturing Manager
<b>Responsible for:</b>	Production
<b>Location:</b>	Warwick
<b>Hours of Work:</b>	37hrs over 4 days 06:15 - 16:00
<b>Closing date:</b>	

### Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



### Job Purpose:

- Effectively lead and supervise a manufacturing team to ensure that they achieve production, quality and H&S targets, maintaining high levels of morale/motivation fully utilising the skills and resources of the team to an optimum level.
- Carry out any other duties and responsibilities deemed appropriate to support business needs.

### Main Duties and Responsibilities:

#### Production and Resource Management

- On a daily/weekly basis produce production plans for the team and constantly monitor and review
- To produce precise resource plans in order to recruit in line with output forecasts.
- Review resource levels and take appropriate steps during forecasted 'reduced output' periods.
- Ensure by means of capacity planning that the highest levels of productivity can be obtained.
- Review production achievement against forecast, and in case of shortfall develop recovery plans
- Use the company business systems to obtain key data.
- To liaise effectively and professionally with internal and external customers, providing clear and reliable information, obtaining feedback in a timely manner.
- Ensure achievement of delivery, costs and quality targets.
- To control and authorise all non-productive bookings and ensure accuracy of section time records.



- To provide assistance and support whenever problems within the team occur, particularly where they are likely to result in disruption to output, quality, or cost to the product; ensuring timely communication and liaison with immediate superior.
- Report issues affecting throughput to immediate superior in a timely manner.
- Ensure a good level of activity is maintained at all times, avoiding lost time.
- To coordinate and optimise the available labour to achieve output & product mix.
- Achieve completion of jobs within takt times whilst maintaining quality.

### **Quality and Continuous Improvement**

- Ensure self and team comply with agreed quality standards and resolve issues by developing corrective action plans.
- To regularly and proactively monitor processes and systems with the team to find ways of reducing cost and waste, whilst improving productivity and maintaining quality.
- Operate to the 6s best practice housekeeping system, conducting workplace audits.
- Assist with communication and promotion of best practice tools and techniques to derive benefits for the company and its customers.
- Attend quality improvement meetings, fully participating in resolution and closure of problems.
- Compliance with quality standard ISO 9001 ensuring employees are fully aware of the elements that affect their work, and that they operate within designated procedures.
- Ensure team members understand internal and external customer relationships and work within the framework of a no faults forward culture.
- Ensure team members understand and work to quality care points.
- Ensure implementation of agreed corrective actions fed back from PDI and quality audits.
- Promote quality ownership.

### **Health Safety and Environment**

- To understand and promote awareness of health and safety within the team area.
- To cascade any health & safety issues to the daily start up meeting or the specific monthly/quarterly H&S meeting. Attend and contribute as and when required.
- To participate in and conduct risk assessment and accident investigations.
- To utilise the 6s audit process to ensure effective control of housekeeping and H&S within the team area.
- Conduct weekly H&S inspection to an agreed plan, generating corrective actions ensuring implementation in a timely manner.
- Ensure accidents and near misses are reported accurately and in a timely manner.
- Assist with investigation into accident and near misses and implementation of preventative measures.
- Compliance with environmental standard ISO 14001 ensuring appropriate disposal of waste and correct storage and handling of solvents and chemicals.

### **Training and Development**

- To review own skills base and look for opportunities to improve knowledge and performance.
- Create personal development plans to ensure supervisory skill set fulfils future business requirements.
- Review team member skill knowledge and experience identifying opportunities to improve and develop.



- Ensure team members are trained to understand and meet company workmanship and quality standards.
- Control and monitor all training activity undertaken, and ensure teams skills matrices are updated to reflect current situation.

### Supporting Coordinators

- Ensure production team members understand the jobs to be completed within their footprint.
- Allocation of manpower to specific operations to achieve the required level of flexibility within the department.
- Ensure work / task allocation is fair and that people are rotated.
- To attend production start-up meetings and provide the relevant reporting information.
- Move labour between sections to remove bottlenecks.
- To participate in quality assurance activities carrying out product audits, operator audits, jig checking, verifying compliance to drawings and specifications.
- Regularly audit and monitor quality within the facility.
- Maintain full job flexibility within the facility.
- Identify on the job training requirements.
- Update and maintain local skills matrix.

### Accountabilities & Commitments Required:

- Demonstrate professional behaviour towards duties & employees/colleagues
- Dedication to employees and organisation in line with company values
- Set clear expectations
- Ensure clear lines of communication
- Collaborate with wider areas in the business to achieve objectives
- Commitment to coaching & mentoring
- Commitment to growth & development
- Encourage transparency & trust

### Quality & Environmental Responsibilities:

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team [recruitment@dennis-eagle.co.uk](mailto:recruitment@dennis-eagle.co.uk)



Criteria	(E)ssential / (D)esirable
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<b>Knowledge</b>	
• Related product	E
• ISO 9001 & 14001	D

<b>Experience</b>	
• Single line manufacturing	E
• Manager management	E
• Training others	E
• Target driven production	E
• H&S	E
• Writing and editing reports and recording in a structured manner	E
• Absence Management – long and short term	E
• Handling redundancy processes	E
• Handling formal employee relations hearings (Disciplinarys, Grievances, Appeals)	E

<b>Education / Qualifications</b>	
• NVQ3/HNC Management related	E
• Vocational in production related subjects	E
• 5 years minimum experience in relevant industry	E
• Development course	E
• Team Building	E
• Time management	E
• IOSH 4 Day	E
• Leadership & Motivation	E

<b>Job-related skills &amp; abilities</b>	
• Ability to communicate at all levels in the business	E
• Well-developed problem solving techniques	E
• Attention to detail	E
• Ability to logically work through problems	E
• Ability to present progress in a concise manner	E
• PC literate	E
• Self-motivating	E
• Proven ability to manage in a workshop environment	E

<b>Other requirements</b>	
• Flexible	E
• Weekend and weekday overtime	E
• Ability & willingness to travel throughout the UK extensively	E
• Psychometrics required	E

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.



Employee name \_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Manager name \_\_\_\_\_

Manager signature \_\_\_\_\_

Date \_\_\_\_\_

