



## Manufacturing Manager – Job Description

(Job Code and Level: MFGMAN005 / MFGASS005)

### **Definition:**

Responsible for the manufacturing and/or assembly of components or vehicles being made into finished goods within a business unit or from specific production line(s). Includes people management and budgetary/cost reporting.

Manufacturing is defined as: Produces goods and parts from raw materials using such processes as welding; sewing; pressing; machining and painting. This may include some setting up of machinery and basic programming.

Assembly is defined as: Puts together various goods and parts to make/create a part or vehicle.

### **Overall Purpose of the Role:**

Lead the manufacturing function within budget and output targets to meet customer requirements and standards. Full accountability for ensuring safety, customer quality, cost and delivery requirements are met. Responsible for developing an enthusiastic, motivated and flexible team by building working relationships ensuring that Health, Safety and Environmental requirements are adhered to. Manage the team on best practice and establish standard policies and procedures whilst also mentoring and leading teams. Implement and manage continuous improvement and modern manufacturing principals by highlighting deficiencies and recommending changes in training, working practices and processes.

### **Key Responsibilities:**

#### **Strategy and Development**

- Contribute to the creation and implementation of best practice manufacturing vision, strategy, policies, processes and procedures to aid and improve operational performance
- Identify business improvement opportunities within the organisation

#### **General and Task Management**

- Effectively and efficiently manage the production of the required daily/weekly/monthly targets in line with customer specifications, meeting quality and delivery expectations, minimising costs where possible and ensure the required best working practices are maintained at all times
- Responsible for plant production, financial performance, meeting customer requirements and maintaining the orderly and productive operation of planned activities
- Ensure the target productivity level is achieved on a daily basis
- Update the production plan on a daily basis
- Communicate and liaise with other departmental managers regarding throughput of stock to ensure production targets are met
- Drive process improvements on Overall Equipment Effectiveness (OEE) by appropriate data analysis
- Attend various meetings and action/communicate instructions
- Produce written reports and make presentations
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, including the engagement of external resources as required
- Conduct risk assessments of processes and tasks in the department
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors

### **People Management**

- Ensure the delivery of the People Strategy within area of accountability
- Manage, coach and develop a high performing manufacturing team that meets agreed objectives and which delivers best practice results, added value and continuous improvements
- Set department objectives/KPIs and review and assess ongoing performance of direct reports
- Report on achievement of targets and identify any actions required
- Manage and lead the team, ensuring adequate staffing levels, managing holiday allowances, recruitment, training, development, appraisal, attendance, disciplinary issues and daily supervision to maximise efficient productivity
- Motivate and coach the team to operational success
- Provide technical expertise to the team
- Monitor the completion of tasks and ensure good performance and record on appropriate systems
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them
- Communicate KPIs from the strategic annual plan so that each employee is aware
- Develop, implement and manage key performance indicators (KPIs) for each area of responsibility

- Ensure KPIs are met by working to the overall plan, including management of, and reporting
- Manage contractors on site to ensure they meet legal and company requirements

### **Financial and Budget Control**

- Input and hold responsibility for manufacturing budgets
- Prepare the annual Manufacturing budget and forecasts and all Capital Expenditure proposals as well as ensuring compliance with legal standards. Manage the budget from identification to completion of projects
- Responsible for achieving budget and forecast

### **Relationship Management**

- Work as part of the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements delivery in line with Company and Customer requirements
- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance
- Ensure an effective interface with other departmental staff is maintained
- Liaise and communicate with other departments, customers, suppliers and other service providers
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the purchasing strategy
- Communicate with stakeholders the impact of market change and potential effects on engineering design and development. Recommend solutions without compromising quality or service while optimising cost
- Stay current and up to date on any changes that may affect the supply and demand of needed products and materials and advise others of any impact
- Contribute to new business initiatives and projects and review and communicate the impact on Manufacturing activities

### **Self Management**

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures
- Proactively contribute to creating a good team atmosphere
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge
- Confident, rounded thinking
- Takes ownership for team cohesion and team development
- Is self aware
- Is resilient, optimistic and open to change
- Has an Adult:Adult, collaborative approach to others
- A self-starter, motivated and able to positively motivate others

- Focused target driven with a positive, can-do attitude

### **Skills and Attributes:**

- Excellent leadership and man- management skills
- Excellent interpersonal skills
- Ability to manage a variety of cross-functional team members
- Excellent written, verbal and presentation skills
- Excellent organisational and follow-up skills
- Competent in problem solving, team building, planning and decision making
- Commercial and Financial acumen

### **Qualifications and Experience Levels:**

- Relevant manufacturing/engineering degree is preferred, or HND, BTec Professional Level 5 Award or equivalent NVQ Level 5 qualifications.
- Extensive plant level experience with significant proven supervisory experience
- Technical understanding
- Understanding of Advanced Product Quality Planning (APQP), Kaizen, lean manufacturing
- Experience of managing Profit & Loss responsibilities for manufacturing
- Understanding of manufacturing and procurement/supply chain
- Understanding of TS16949, IOSH/NEBOSH, ISO 14001
- Strong proficiency in Microsoft Office
- Enterprise Resource Planning (ERP) systems experience
- Membership of an appropriate industry related professional body would be advantageous

### **Example roles this job description may cover:**

- Production Manager or Supervisor
- Operations Manager or Supervisor
- Assembly Operations Manager or Supervisor
- Manufacturing Manager or Supervisor