

### 1. Job Details

<b>Job Title</b>	Manufacturing Manager
<b>Department</b>	Manufacturing
<b>Responsible to</b>	Director of Operations
<b>Location</b>	Stony Lane, Christchurch, Dorset, BH23 1EX, UK

### 2. Overall Purpose

To lead and manage the production team and ensure the efficiency and effective day to day running of the department, ensuring all KPI's and objectives are met. Provide strategy and direction for all materials and support functions to optimise material flow to meet and exceed customer requirements in the areas of productivity, quality, cost, delivery, and safety. Implement standard processes for directing and administering materials and manpower.

As Manufacturing manager, you will ensure goods are produced safely, cost-effectively, on time and meet the required quality standards. Responsibility for staff recruitment, training, and management within the department.

### 3. Key Areas of Responsibility

- Ensure customer OTIF is in line with company expectation.
- Responsibilities for assisting in the Contract Review process and expediting.
- Facilitate weekly production meeting to produce plan for arrears and 13-week production plan.
- Communicate daily issues that may result in non-compliance to deliver parts on time.
- Identify capacity constraints impacting the 13-week plan.
- Decide on and order the resources that are required and ensure shop stock levels remain adequate
- Select equipment and take responsibility for its maintenance.
- Set the quality standards.
- Monitor the manufacturing processes and adjust schedules as needed.
- Monitor productivity rates and product standards and implement quality control programmes.
- Organise the repair of any damaged equipment.
- Liaise with different departments, teams, and companies, e.g., suppliers, managers, clients as needed.
- Ensure that health and safety guidelines are always followed.
- Ensure customer orders are completed on time and to budget and that quality standards and targets are met.
- Work with managers to implement the company's policies and goals.
- Collate and analyse data, putting together manufacturing reports for both factory managers and customers.
- Supervise and motivate a team of workers
- Review worker performance and identify training needs.
- Responsibility for facility maintenance
- Enforce HSE safety regulations, assign tasks, and oversee employees' work.
- Drive continuous improvement throughout the business.
- Create strong morale and team spirit in the department, motivating them to be committed to the overall success and mission of the organization.
- Maintaining good discipline at all times within the department and carrying out discipline and grievance procedures as required.
- Drive 5S, Six Sigma and KAISEN methodologies within the business to ensure step change happens.

### 4. Experience Required

- Proven working experience in production management.
- HNC/HND qualified in Engineering Mechanical / Manufacturing Methodologies or higher and proven experience in the Aerospace manufacturing sector is preferable.
- A full engineering apprenticeship would be preferable but not essential.
- At least seven (7) years' experience in an aerospace manufacturing company providing Manufacturing / Engineering solutions.
- A strong familiarity working with BAE, Bombardier, Leonardo helicopters or similar standards.
- Familiar with 5S, Six Sigma and KAISEN methodologies.
- Strong leadership capabilities
- Proven experience of continuous improvements initiatives.
- A foundation degree, or degree in the following subjects is desirable:
  - Aerospace engineering
  - Materials science and technology
  - Mechanical engineering
  - Manufacturing engineering

**5. Key Knowledge Areas**

- Extensive knowledge and understanding of manufacturing management in the aerospace industry
- Wide knowledge of products and processes used in the aerospace manufacturing industry

**6. Key Skills and Technical Requirements**

- Excellent listening, verbal, and written communication skills
- Commercial awareness
- The ability to lead and motivate a team
- Numeracy skills, in order, to analyse facts and figures
- The ability to make important decisions and cope with the pressure of demanding targets and tight deadlines
- Time management skills and ability to deliver to deadlines
- Strong IT skills
- Able to read and understand engineering drawings
- Experience with ERP systems

**7. Person Profile**

- Planning and organisation skills to be able run and monitor the manufacturing process
- The ability to act decisively and solve staff or equipment-related problems
- The capacity to grasp complex concepts easily
- ICT literacy to deal with various technologies and programmes
- Attention to detail to ensure high levels of quality
- The ability to communicate clearly and persuasively with your team, managers, and clients
- The ability to work under pressure and multitask
- Leadership skills and the ability to motivate others to meet deadlines
- A results-driven approach to work
- The ability to work in a logical, systematic manner.
- Ability to anticipate, set and manage priorities, resources, goals, and projects
- Credible and confident communicator (written and verbal) at all levels.
- Ability to effectively communicate ideas and thoughts to people at all levels of the organisation, establishing credibility with management and employees throughout the supported population
- Highly Output driven.
- Self-motivated, with the ability to work proactively using own initiative.
- Highly customer focused
- Hands-on approach, with a 'can do' attitude