

## JOB DESCRIPTION FORM

<b>Name</b>	
<b>Job Title</b>	<b>Production Manager</b>
<b>Department</b>	<b>Operations</b>
<b>Reports to</b>	
<b>Salary</b>	
<b>Starting Date</b>	
<b>Status / Type</b>	<b>Full time</b>

<b>Days</b>	<b>5</b>
<b>Working hours</b>	45 hours per week excluding lunch break e.g. 07:00-16:30 with 30 minutes lunch break

### Position Statement

This role is a workshop based role to work as the production manager in the workshop at Granta to manage all projects in build and commission in the workshop in conjunction with the Project Manager. It will demand a practical background and a proactive approach to keep all projects running smoothly from Spec sign off through to customer FAT and shipping.

### Performance Objectives

1. To manage a broad spectrum of projects, to ensure milestones are hit and customer expectations are met
2. Maintaining regular and clear communication with the Project Manager(s)
3. Make management decisions based on meeting the line between engineering perfection and commercial reality based on project forecast and budget
4. Lead and manage project engineers to keep engagement on the priority tasks
5. Continually review daily activities to reduce engineer downtime and waste

### Compliance Expectations

1. Respect Company's values and uphold the Mission Statement
2. Respect superiors at all times
3. Always work safely, following all relevant safety procedures

## JOB DESCRIPTION FORM

Roles & Responsibilities		
Responsibilities/duties	Frequency	Document / System (hyperlink if possible)
1. Work with Technical Sales to finalise product specification	As necessary	Start-up visit checklist, PM Checklist
2. Keep tabs on project progress from early stages to manage workflow entering the workshop	Daily	
3. Manage the complete project schedule, forward plan and daily needs	Daily	
4. Check and issue Assembly schedules and schematics to the workshop	As necessary	
5. Keep the Project checklist up to date	Weekly	
6. Host engineer meetings for project stages	As necessary	
7. Be on call to answer and respond to any live project query including initiating any resource (parts/people/time) they may need	As necessary	Utilising a purchasing assistant as required.
8. Ensure all project checklists are kept up to date	Weekly	
9. Ensure all consumables are kept in good stock and updated to suit project needs	Weekly	Utilising a purchasing assistant as required.
10. Maintain the workshop information boards	Weekly	
11. Manage the team of permanent workshop-based engineers including having regular 121s	Monthly	
12. Initiate and host Internal FAT and Team FAT	As necessary	
13. Host customer progress visits and Factory Acceptance Test	As necessary	

## JOB DESCRIPTION FORM

### Key Performance Indicators (KPIs)

1. Project Checklists up to date weekly
2. Projects on time
3. Customer satisfaction

### Software knowledge and level of proficiency

Microsoft Excel	Reasonable understanding
Microsoft Outlook	Reasonable understanding
Microsoft Access	Reasonable understanding

### Qualification / Certificates / Licenses

1. Clean driving license
2. Good general education

### Essential Selection Criteria

1. Positive attitude, prepared for open thinking and change.
2. Able to work as part of a team
3. Good mechanical and electrical engineering aptitude and understanding
4. Reliable at completing tasks
5. Experience with managing projects and teams of people
6. Experience with mechanical and electrical engineering
7. Good with reliably reporting on results
8. Proficient at writing and speaking English

### Ideal Selection Criteria

1. Management training
2. Project management training
3. Prince 2 training

## JOB DESCRIPTION FORM

### Authorize use of this document

Partner Authorization: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Incumbent signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Human Resources: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_