I|S|C	**Production Manager**
Last reviewed: April 2024	**Reporting to:** Operations Manager

Brief Description / Purpose of the function:
Responsible for the daily running of the factory, managing Process Performance, People, Machines, Materials Methods and Measurement of Performance and Improvement. The Production Manager adds value through leading an effective Lean Management System that continuously improves performance across Safety, Quality, Delivery, Cost, and People (SQDCP).

Main areas of responsibility are as follows, but are not limited to:
1. Responsible for the day-to-day management of all areas of manufacturing activities.
2. Lead, develop and shape the Manufacturing Team (Production, Planning and Engineering) inspiring high performance and enthusiastic engagement.
3. Prioritise culture and team development through effective communication and coaching.
4. You will help set and shape the site vision, the culture, the ways of working, etc.
5. Leading and driving continuous improvement focus which lead to breakthrough process improvements, operating efficiencies, cost reductions, and greater competitiveness.
6. Lead decision making on operational policy, planning/inventory, and process strategies.
7. Prepare annual operating budgets and execute plans.
8. Set and ensure the highest standards of safety performance.
9. Leading cross functional teams using Lean Manufacturing tools.
10. Facilitating problem solving using root cause analysis and corrective action planning with cross functional teams or individuals where appropriate.
11. Supporting the CEO and Senior Leadership team's vision for growth and company culture.
12. Supporting all functions of the business, to create a 'one team' culture/ethos.
13. Ensure good housekeeping, a healthy and safe work environment is adhered to and the safe use of equipment and machinery.
14. Develop, deploy and sustain a strong 5S Lean system, including team metrics demonstrating employee engagement.
15. Manage all staff members' holidays via the time and attendance system.
16. Liaise with HR for all employee relations matters. Conduct any meetings, with HR's support, as and when necessary.

Hours   39 per week, mainly Monday to Thursday 07:30am to 16:30, Friday 07:30am to 12:30pm. However, there is a requirement where you must work across different shift patterns, including night shift, to ensure that there is good co-ordination and communication throughout the company.
The company reserves the right to alter start and finish times, according to the needs of the business.

Location   Llandygai Industrial Estate, Bangor.

Job Type   Full Time, Permanent

All employees are expected to undertake any tasks as reasonably requested by management.

All employees are expected to maintain a professional image in standard of dress and conduct at all times when representing the Company.

It is the responsibility of all employees to comply with the policies and procedures of International Safety Components Ltd.

Person Specification

Criteria	Essential
Qualifications	• Degree in Business, Operations Management or related field or equivalent experience •
Experience	• 5+ years' experience as a Manufacturing/Production/Factory or Plant Manager level • Lean/Six Sigma experience (preferably green belt certified or above) • MRP experience (ideally Epicor) • Experience with analysis of data, and familiar with problem solving tools
Knowledge & Skills	• MRP (Manufacturing resource planning) • Extremely organised, ability to prioritise workload • Excellent communication skills (written and verbal) • Understanding of planning/scheduling processes • Knowledge of industry related Health and Safety requirements

Personal Qualities	- Strong business aptitude, positive attitude and a high energy level to lead the operations function - Self-motivated and able to take initiative when needed - Able to work to strict deadlines - Ability to communicate respectfully, at all levels - Flexibility especially at the busy times when extra hours may be required - Self-directed with a high degree of self-motivation - High attention to detail