

VACANCY

➔ Production Manager

Established for over 50 years HV Wooding Limited is a highly successful manufacturing business providing a sub-contract component and assembly service to Industry. Our core competencies are Presswork, Busbar manufacture, CNC Wire Erosion and CNC Machining. Working with industry leaders in the electrification of motor vehicles and battery storage.

Owing to continued growth and expansion we currently have a position for a **Production Manager**. This will be an active role “on the shop floor” focused on ensuring that customer due dates are met, and products are manufactured to the correct quality standards.

You will have full responsibility for controlling staff and their performance and must be able to identify staffing levels and arrange shifts accordingly. It will also be part of this role to maintain an environment of continuous improvement and working practices through target setting activities.

This role requires someone who enjoys working with people together with strong influencing skills. You will need to be self-motivated with a friendly and flexible approach. Previous experience of working in an Engineering environment with the ability to read engineering drawings and the use of measuring equipment would be an advantage; however, the main focus of the role is on production, customer service and efficiency.

In return we offer you the opportunity to develop a good career within our company with competitive rates of pay, death in service benefit after 12 months, company contributory pension scheme and free parking. We are a highly focused family run business with a friendly, supportive, and approachable management team. Where appropriate a relocation package will be considered.

Please see a full job description below.

If you would like to apply please send your CV to jgrimes@hvwooding.co.uk.

JOB DESCRIPTION

→ Production Manager

A. OUTCOMES

Success is achieved when:

- The Integrated Management System Policy is implemented
- Staff work safely with no accidents or incidents to staff, customers, or the public
- The Integrated Management System is implemented within your teams including review of documentation owned or used by the department
- All policies are complied with
- All safety, environmental and quality information, management system updates and other applicable information as required for their roles and responsibilities is effectively communicated to department staff
- Responsibilities and authorities are defined and effectively communicated within the department
- The department is managed to agreed targets and budget
- Customer service is exemplary and production schedules are achieved
- Required production quality standards are achieved
- Accurate timely reporting and data collection is undertaken within the department
- Actions on process, procedure or policy are identified, defined and recommended to continuously improve the business
- New or changed aspects, impacts, hazards, and risks are identified
- The Board can determine the adequacy and effectiveness of its business and management procedures and processes within the department
- Department and individual objectives are identified and implemented
- Staff appraisals are carried out with necessary corrective action and development identified
- The objectives of the Company and the IMS are understood by all staff
- Necessary resources adequate to achieve objectives and targets are made available and used efficiently
- Operations staff have necessary competence to undertake their duties
- Measuring and monitoring equipment used is calibrated, tested and maintained in accordance with requirements
- Delivery, transportation, handling, and storage of materials is effectively managed
- Serviceability and safety of all department equipment is maintained
- Required inspections are carried out as per the schedule

B. AUTHORITY

The Job Holder will:

- Be responsible for ensuring compliance with Health & Safety and environmental requirements
- Ensure accident/incident investigations are carried out and reports are completed and passed to the Systems Administrator
- Stop any process or activity because of adverse competence, Health & Safety, Environmental or quality conditions
- Report non-compliance with Health and Safety and other company processes or procedures
- Authorise overtime where necessary in compliance with agreed budgets and scrutinise claims
- Participate in working groups associated with improvement initiatives
- Assess staff competency and training requirements
- Evaluate, authorise, and implement corrective and preventive action
- Access management, business plans, budgets, and other information throughout the company as deemed necessary to achieve outcomes
- Drive a company or private vehicle when required in accordance with the company policies

C. COMPETENCE

The job demands:

1. Technical

- Educated to degree or advanced technical level
- Management qualification or verified management training
- Health & Safety qualification
- People management skills, an effective communicator, leader, motivator, and influencer
- Able to read engineering drawings
- Understanding of manufacturing processes
- Demonstrate a sound understanding of CNC, Wire Erosion and Press operations
- Ability to work to 5S and Lean manufacture principles
- Sound understanding of Health & Safety and environmental management within a manufacturing environment
- Ability to carry out / review risk assessments as necessary to ensure safe systems of work
- Competence to match resources to scheduled manufacture through shift management
- Effective IT skills, primarily Microsoft software
- Continuous improvement philosophy

2. Role

- Planning of activities and organisation of resources including shifts to achieve targets
- Planning process/improvement activities
- Promote and monitor health, safety, and environmental initiatives
- Ensure open communication among all interested parties with respect to performance measurement
- Understanding business processes, cost, and performance measures
- Identification and resolution of new product related problems and issues
- Taking appropriate action to ensure outcomes, objectives and targets are met
- Preparing and submitting performance reports to the Operations Director
- Providing leadership to staff
- Contributing to the achievement of all operations department objectives
- Carrying out all activities on the duties list for the role

3. Personal

- Integrity
- An analytical, methodical problem-solving approach
- Effective time management skills, prioritising goals, objectives, and daily workload
- Ability to develop constructive, supportive relationships with other departments/functions
- A willingness to undertake training
- A smart appearance
- The ability to communicate concisely and effectively using all media
- Excellent organisation skills
- The ability to work as part of a team and on own initiative when problems/issues arise
- Effective interpersonal skills, with a positive and enthusiastic attitude to work and colleagues
- To treat performance feedback positively and react accordingly to continuously improve
- Having the ability to work under pressure and meet deadlines in a disciplined environment
- Resilience to meet the demands and challenges of the job
- Display enthusiasm, professionalism, and a good sense of humour
- Ability to interpret data and to decide the appropriate action that will assist in enhancing the business
- Managing of own time to ensure required outcomes, targets, objectives, and priorities are achieved

D. ENVIRONMENT

1. Decisions

The job demands:

- Considered and logical decision making at all times
- Making necessary decisions to achieve required results within the agreed timescales, policies and procedures
- Making recommendations concerning improvements to processes and procedures

2. Physical

The job demands:

- Working in an office/shop floor based environment, using a computer during the day
- Working locally agreed hours of work as specified in the contract of employment
- Assisting as directed during Company emergency situations
- Located at the Company offices, Hythe within the Operations Department