



Job Description

Job Title	Head of Production (1 of 2)	Department	Management
Reports to	Chief Operating Officer		

Job purpose

To be responsible for all production matters, including shop-floor employees and day to day running of the workshop. The tasks will range from leading, managing and developing teams responsible for the dedicated shop-floor operation and to represent the Production at management level. The role will also be required to manage the departmental budget and meet production targets in terms of volume and quality. It is vitally important to be able to devise highly effective KPI's has to increase productivity within the workshop.

Duties and responsibilities

- To lead and support Section Managers and Team Leaders to achieve a World Class Production facility
- Attend daily management production meeting with accurate information/data to ensure that effective exchange
- To coach and develop direct reports and ensure robust succession planning
- To provide performance reports to Management team
- To manage appropriate budgets
- Conduct performance reviews with colleagues on annual basis, identify development and training needs, and produce training matrix.
- Review training needs on a continuous basis for the areas of responsibility and consider support requirements in relation to change management.
- Ensure housekeeping rules are upheld, and staff work in a safe environment
- To ensure that effective communication channels are established to enable liaison with other departments within the business.
- To ensure all employees are well informed on matters relating to their contribution within the business and issues that may affect their employment
- To ensure that staff have a full understanding of their responsibilities with regard to regulatory policies, procedures and processes.
- Involve staff in new projects and tasks and empower staff according to ability.
- To provide a point of contact and negotiation with recognised Trade Union personnel
- Involve staff to develop meaningful measures and display in workshop
- Efficient management of labour and control of overtime, variable hours and annual leave
- Ensure all manuals and documents are up to date as appropriate
- Investigate and report on all quality lapses: plan action to prevent reoccurrence
- Review KPIs and improve visual management in workshop to enable monitoring and continuous improvements
- Work closely with manager and senior team, including HR to enable cultural change
- All duties shall be undertaken in compliance with Safety and Environmental Regulations and Company Procedures.

Working conditions

- The position requires from time to time flexibility in working hours including working overtime at weekends.
- The nature of the job requires the applicant to come into contact with various greases and oils
- The position involves the training and use of overhead cranes.
- The job requires the applicant to understand manual handling



Job Description

- The position involves the use of complex machinery
- The ability to keep your working area clean and tidy and to a 5s standard

Physical requirements

- Capability to stand, kneel and/or crouch for long periods of time
- Capability to work in hot humid environment

Direct reports

- Section Managers
- Team leaders
- Lead Hands

Person Specification

Education and qualifications

- Degree or Equivalent in a relevant subject
- Management Training

Experience and knowledge

- Ideally Degree Qualified
- Extensive experience as a Senior Manager/ Director level experience within an Aerospace Engineering, Maintenance Environment.
- Proficient in the use of Microsoft packages.
- Experience of working within a LEAN environment.
- Excellent communication skills developed in a similar environment
- Understanding of budgetary issues, business measures, process improvement, change management, problem solving techniques, cost reduction, customer needs and expectations
- Knowledge of Health and Safety working practices

Personal qualities

- Team player with proven ability to manage, lead and guidance
- Excellent communicator both orally and written
- Good organisational skills with strong planning and operational execution
- Excellent planning, problem solving organization and administration skills
- Able to turn vision into strategy and make it happen
- Decision maker, analysing for root causes rather than presenting the problem
- Self-motivated with flexible approach
- Able to deliver profitable growth through excellent commercial skills and deliver sustainable change
- Engage others and develop their potential with confident decision-making skills.

Other Requirements

- N/A