



# Job Description

<b>Job Title</b>	<i>Head of Production</i>	<b>Department</b>	Production
<b>Reports to</b>	<i>Chief Operating Officer (COO)</i>		

## Job purpose

The Head of Production (HoP) will be required to lead, manage, and develop the team responsible for the shop floor operation and to represent Production at Executive's level. Together with the Section Managers, the HoP will be accountable for the performances of the department. Those performances shall be cascaded with the appropriate format from all levels of production up to Executive's level. The HoP is responsible to plan and develop systems and procedures to improve the quality and efficiency of operations and influence improvements within the wider organization. Well aware of relevant H&S, quality, environmental, authorities' and company requirements, the HoP will ensure full adherence to requested standards.

In charge of the budget, the HoP will constantly have to anticipate, monitor, control and report all financial aspects of the position to the COO and CFO.

## Duties and responsibilities

- Hire, motivate, steer, mentor, develop staff and ensure cultural change
- Implement a customer focused operational culture delivering world class customer service levels
- Develop and report KPIs reflecting operational live data as well as past trends and extrapolations
- Define (together with Finance) and control complete department's budget and is accountable for the relevant targets
- Ensure a robust succession plan, considering single points of failure, to avoid operational disruptions
- Run appraisals and set SMART objectives for the direct reports and ensure all levels below are the same
- Ensure skills, seniority and salary matrix is in place and efficient. Propose solutions if matrix show weaknesses (e.g. perform market research to define LTLGS position)
- Develop change management and promote innovation
- Liaise with all supporting functions/departments to ensure suitable coordination and achievement of organization's common goals
- Ensure housekeeping, tool control adherence to ISO, Part 145, H&S and COMAH specifications/requirements
- Manage and control labour and labour utilization (e.g. Overtime)
- Ensure maximal quality. If necessary, investigate, report and mitigate/resolve issues as appropriate to avoid reoccurrence
- Ensure staff understand their responsibilities and adhere to regulatory policies, procedures and processes
- Ensure production is able to manage new product safely and efficiently
- Manage the accurate and on-time introduction of new products
- Coordinate team activities to optimise cost performance and minimise waste through the development of a continuous improvement

## Qualifications

- Education to include but not be limited to – Degree, ideally in aviation-based subject. Project Management training. Leadership and Management training
- Proven minimum 5 years' experience at senior management level within the Airline, MRO or OEM environment. Experience for EASA 21J / 21G / 145 and Part M regulations
- Proven knowledge of ERP solutions such as SAP. Excellent IT skills (Microsoft suite is highly desirable).
- Native English speaking preferable



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## Working conditions

The job requires the person to be flexible in terms of working schedule – based on the needs of the business. Some duty travel is considered necessary to cooperate with other stations within the LHT Group and to meet and discuss technical issues with customers.

## Physical requirements

The role has no specific physical requirements.

## Direct reports

Up to (but not limited to) 7 Section Managers

<b>Approved by</b>	<i>COO REAUX Philippe</i>	<i>Head of HR Catherine Maltby</i>
<b>Date approved</b>	<i>10<sup>th</sup> of December 2018</i>	<i>10<sup>th</sup> of December 2018</i>
<b>Reviewed</b>	<i>10<sup>th</sup> of December 2018</i>	

*The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.*

<b>Employee's confirmation</b>	<i>Name / Surname</i>	<i>Signature</i>
<b>Date received</b>		