


<b>Job Description</b>	
<b>Job Title:</b> Production Manager	
<b>Department:</b> Operations	
<b>Reports to:</b> Operations Director	
<b>Location:</b> Basildon factory	
<b>Scope of Business</b>	
<p>Swan have entered into a new and exciting venture setting up a modular construction factory. The operation will trade under the NU Living brand and will build homes for Swan and other organisations once open. The factory uses Cross laminated timber to construct volumetric modules which are then taken via road to site and landed to form homes.</p> <p>Swan are currently looking to recruit a Production Manager to lead Manufacturing. This is a position for an experienced manager with a strong background in manufacturing and Lean principles</p> <p>A strong emphasis will be placed on Right First Time (RFT) and a solid team commitment to deliver modules on time and of excellent quality.</p> <p>This is an exciting opportunity to be part of a new production facility, with a strong team culture.</p> <p>Factory currently operates on a single shift but will move to a rotating 2 shift (shift 1 6am-2pm, shift 2 2pm-10pm five day weeks) pattern in Q1 2019.</p>	
<b>Key Responsibilities</b>	

- To manage Production to deliver the required output to agreed takt time, right first time quality ; with a safety always approach
- Instil a disciplined and positive working environment across the shop floor.
- Drive out waste at each stage of the manufacturing process
- Create the required team leader structure to cover all production zones with an effective ratio of team leaders to direct operatives, with a view to an ultimate 2 shift system
- Build up an effective labour team with the right balance of manufacturing and build techniques, to the identified skills matrix
- Regular probationary and performance reviews of Team Leaders ; carry out their appraisals and reviews in line with company standards. Ensure Team Leaders follow the same process and procedure for their teams
- Identify and put in place development and training needs for Team Leaders
- Coach and mentor team leaders in all aspect of people management and factory operations
- Budgetary control of Production and input into capital expenditure plans for annual , 3 and 5 year plans
- Develop an annual and 3 year operating plan for Production that clearly sets out the projects and deliverables of the department
- Provide the required weekly and monthly performance KPI's to track and report progress against annual operating plan targets
- Take a lead role in ensuring that all aspects of the factory operation are manage to the Health & Safety Management system and be a role model for all aspect of Safety and Quality throughout all areas of the operation
- Close liaison with Production Engineering team
- Interface as required with internal and site based construction team
- Interface as required with suppliers to provide production requirement input in to supply based decisions

### **Key Qualifications/ Experience**

- **Experienced leader of Production and Production teams**
- **Experience working in Lean environments**
- **Excellent communication skills.**
- **Responsive to new ways of working and thinking.**

### **Required Job Attributes**

- Qualifications as listed below.
- Team Player with excellent communication skills
- An ability to coach and lead members of the department
- An ability and willingness to learn new, required skills
- Flexible approach and attitude to ensure Business meets its output Targets.
- Continuous improvement philosophy
- Intense work ethic with a can do attitude.
- Ability to work on own initiative to tight deadlines with limited resources.

### **Other Accountabilities**

1. Acting at all times in accordance with Swan's published policies and procedures.
2. Ensure that Swan's Single Equality Scheme Policies are complied with and promoted in carrying out duties of the post.
3. Ensure that the requirements of the Data Protection Act are complied with in carrying out the duties of the post.
4. Ensure that any expenditure incurred or committed is in accordance with the approved provision and with the agreement and permission of the budget holder.
5. Promote Swan in a positive manner.
6. Ensure that duties are carried out in accordance with Health and Safety procedures.
7. To undertake other tasks as reasonably required to meet the varying demands of Swan.

## NU Living - Factory

Person Specification	
<b>Job Title:</b>	<b>Production Engineering Manager</b>
<b>Department:</b>	<b>Operations - Factory</b>

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<p><b>Manufacturing based apprenticeship , NVQ level 3</b></p>	<p><b>HND/Degree/NVQ level 4 or above in Manufacturing or Engineering related subject</b></p> <p><b>Relevant H&amp;S qualifications</b></p> <p><b>Relevant management qualifications</b></p>
<b>EXPERIENCE</b>	<p><b>5 years plus experience managing Production</b></p> <p><b>Significant experience working in a Lean manufacturing environment.</b></p> <p><b>Track record of delivering continuous improvement with direct impact on cost , quality delivery through implementation of a focussed plan of activities</b></p>	<p><b>Six sigma or Lean qualification</b></p> <p><b>Links to modular construction</b></p>
<b>KNOWLEDGE</b>	<p><b>All aspects of Manufacturing</b></p> <p><b>Lean manufacturing methods.</b></p> <p><b>Health and Safety in a factory environment</b></p>	<p><b>Modular building assembly</b></p> <p><b>Advanced Lean manufacturing methods.</b></p>

<p><b>SKILLS/ CHARACTERISTICS</b></p>	<p><b>Self-motivated and able to motivate team</b></p> <p><b>Provide clear Leadership and direction to the team , delegating with trust and clarity</b></p> <p><b>Decisive with a structured approach to problem solving</b></p> <p><b>Ability to communicate clearly and effectively with staff at all levels</b></p> <p><b>Able to focus and deliver on a clear set of objectives and implementation plans</b></p> <p><b>Be able to organise and develop people and processes</b></p> <p><b>Achieve right balance between hands on implementation at managing projects and tasks</b></p> <p><b>Ensure continuous personnel development maintained at a level to develop the factory and factory team</b></p> <p><b>Maintain links and develop a network with academic and commercial organisations to keep up-to-date with developments in Modular construction techniques , materials and related manufacturing equipment and techniques</b></p>	<p><b>Develop strategic skills to be able to progress further in the organisation</b></p>
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