

VACANCY

Job title: Head of Production (Maternity Cover – 12 Months)

Location: Southampton (Primerdesign)

Closing date: 1st April 2019

Job Summary

The Head of Production is responsible for leading the manufacturing team and overseeing departmental activities. The role will focus on monitoring and measuring the performance of the department, suggesting and driving improvements to processes wherever possible.

The Head of Production has overall responsibility for stock control processes & inventory, purchasing and ensuring production activities meet budgets.

This role requires strong leadership skills and excellent communication to lead the manufacturing team and ensure excellent relationships are maintained with key stakeholders throughout the business

Main duties and responsibilities

- Oversee daily activities of manufacturing department to ensure products manufactured on time and to budget, including; production planning, purchasing, stock control and performance of manufacturing team.
- Oversee planning and co-ordination of resource, including equipment and staff.
- Ensure stock is controlled; analyse and report on stock value, expired stock and use of stock.
- Lead and drive strategic improvements to manufacturing processes and services.
- Lead the implementation of new products from R&D to production.
- Ensure all activities of manufacturing department complies to QMS processes and policies, look to always promote and drive continuous improvement of processes.
- Produce reports and monitor departmental KPI data to ensure team performance meets targets and sales order fulfilment meets customer expectations.
- Purchase raw materials and services required for manufacturing
- Manage relationships with key suppliers.
- Lead communication with key internal business stakeholders; R&D, QA, Customer care and commercial teams.
- Lead sales and operational communication and planning to ensure manufacturing forecasts/demands are in place and accurate.
- Line management responsibilities; including conducting appraisals, managing performance and providing objectives/personal development plans for employees.
- Lead communication within manufacturing department; including setting and measuring objectives. Communicate operational performance to key stakeholders.



Main duties and responsibilities cont.

- Ensure manufacturing capabilities and resource meet demand and carry out strategic reviews to ensure manufacturing will meet business and regulatory needs.
- Provide strong leadership to the manufacturing team; coach, support and motivate the team. Identify training needs and encourage personal development through PDP and coaching.
- Manage the implementation of new manufacturing projects or facilities.
- Oversee manufacturing costs and ensure department is performing according to budget

Qualifications and experience required

- 5+ years' experience in a similar production or manufacturing role
- Previous leadership and people management experience
- Must possess excellent communication and interpersonal skills
- Must possess leadership skills to challenge, influence and motivate the manufacturing team and key business stakeholders.
- Strong commercial skills; planning, budgeting and setting strategic vision for the department.
- Positive and resilient individual with the ability to adapt and handle pressure to meet deadlines
- Knowledge of Sage 200 (or similar MPS/MRP system)
- Production Planning
- Six Sigma (desirable but not essential)

Please ensure that you notify your current manager that you are applying for an Internal position.

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail Kay Campbell, HR kay.campbell@novacyt.com