

## Job Description

Job Title	Production/Operations Manager
Department	Production Team (BL)
Reports to	Head of Production
Responsible for	Production & Site Engineers

## Job Purpose

To plan and manage the day-to-day workload and resourcing of the Production team and department to ensure safe and efficient achievement of delivery goals and projects

Support the Production Engineers operationally, in the on-site completion of both internal and external projects to ensure successful and timely completion of milestones and company Rocks.

To ensure that activities, team members, facilities, equipment and kit are safe, reliable and compliant, including up to date training, RAMS and compliant machinery and kit.

A regular member of the programme planning team, to support the roll out of projects in line with 5-week planning phases.

## Duties and responsibilities

### Leadership & Operational responsibilities

- Liaise with the Head of Delivery, Programme Planning Team and Project Manager to assist in delivery of the work programmes and effective allocation of resources. Ensure clear co-ordination, implementation and delivery of the 5-week phases for Bennamann production activities, from set up to completion.
- Oversee the co-ordination of all activities for the Bennamann Production team and Sub Contractors
- Lead, manage and develop the team and maintain motivation and skill levels, commitment and clarity about roles, work plans and outcomes
- Manage the smooth integration of projects between sites, ensuring effective quality assurance and compliance with relevant regulations in the delivery of projects
- Ensure that all work is carried out as to ISO processes and maintain compliance with Quality, H&S and Environmental activities as per the ISO standards
- To ensure and oversee that all facilities, machinery, tools and equipment are safe, compliant and appropriately maintained - across workshop(s), facilities and buildings
- Accountable for ensuring that H&S is a top priority within the team and for all activities; including writing and issuing RAMS, issuing Permits to Work on time and efficiently,

monitoring adherence to PPE and safety rules and reporting all matters to the H&S Lead as required

- To ensure that all training is compliant and additional training is booked as required
- To plan and lead Toolbox talks and be a role model for learning and safe, compliant working
- To ensure that all relevant systems, including SAP and MyCompliance, are updated as required and all logs are current to confirm achievement of key training, RAMS, project updates etc.
- Aligned with the Health & Safety Lead, ensure full focus and support is given to building the H&S culture and compliance within the team
- Maintain and update relevant facilities contracts, adhering to procedures to achieve maximum value for money (i.e. three quotes, inside/outside county services etc.)

### **Peer group / cross team liaison**

- Maintain a good working relationship with colleagues and peers, reflecting Bennamann values
- Work closely with the Programme Planning team, Project Managers, Head of Delivery, H&S Lead, to maintain a committed and successful approach to tasks and output
- Develop a good working relationship with the wider management team to ensure integration and fulfilment of the company rocks
- Maintain effective and timely communications with finance and people teams to ensure smooth management of resources, training bookings, uniform and procurement

### **Reporting and communication**

- Feedback to the programme planning team, Head of Delivery and Project Managers as relevant, regarding any issues or problems with operational delivery
- Ensure MyCompliance is kept updated with servicing and maintenance of all facilities and machinery and all RAMS, H&S incidents and reports; regularly feedback to H&S Lead
- Ensure adherence to all mandatory training requirements and recording of additional training
- Ensure any changes to process are recorded appropriately with ISO documentation

### **Management of team**

- Effective leadership, development and management of team, adhering to all people processes including recruitment, induction, probation, performance reviews, development, progression
- Motivate and encourage team members at all times and deal with both excellent and poor performance appropriately, in line with Bennamann values
- Run regular team briefings to keep everyone informed on progress, performance and communicate important information
- Identify training requirements both mandatory and developmental

## H&S

- Responsible for own H&S and that of direct reports, adhering to ISO standards and company guidelines be this in an office / workshop setting, on site, in a vehicle and / or any other reasonable context
- In liaison with the Project Manager and Health & Safety Lead, organising and coordinating all H&S activities relevant to work, including RAMS, permits to work, and supporting any internal and external inspections, such as with a health and safety inspector
- Highlight any H&S risks identified to the H&S Lead and Project Manager
- Ensure the team have any and all reasonable PPE, which is maintained and cared for and
- Assist in the creation, implementation and operation of management reporting and communication systems

## Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (prepared to train or develop these)
<b>Relevant Experience</b> Work and non-related work experience relevant to the job and organisation	<b>Technical/Operational</b> Experience of overseeing production, manufacturing and installation activities across varied industries and manufacturing disciplines  <b>Business Acumen</b>  Management of multiple projects, activities and stakeholders  <b>Leadership &amp; Management</b>  Experienced in managing others, team management and leadership roles	Experienced in vehicle logistics and plant operation  Experience of ISO standards, in particular ISO 9001, 27001 and 45001
<b>Education/ Training</b> Specific qualifications and or training	GCSE English/Maths grade C or above Engineering Minimum Gold CSCS card (level 3/4 NVQ Construction Management) CITB Site Supervision Safety Training Scheme (SSSTS) Certificate Computer Literate (MS office) IOSHH Leadership/Management Training	Relevant degree/qualification in facilities or building management, construction, engineering, surveying, property. NEBOSH MS project CAD - Autocad / Solidworks

<p><b>Qualities, knowledge &amp; skills</b> Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<p>An empathy and affinity with the Bennamann company values:</p> <ul style="list-style-type: none"> <li>- Safe, reliable and dependable</li> <li>- Protecting the environment and with a zero-carbon footprint</li> <li>- Value our customers and our colleagues</li> <li>- Profit with integrity</li> <li>- Innovative, passionate with a can-do attitude</li> </ul> <p>In addition:</p> <p>Adheres to process and policy, including PPE and uniform</p> <p>Able to remain calm under pressure and solve/pre-empt problems</p> <p>Deadline driven with attention to detail and specific focus on H&amp;S</p> <p>Great teamwork skills with the ability to lead, work with and motivate others</p> <p>Effective communication skills, across all methods of communication.</p> <p>Strong organisation skills, with excellent time management and multi-tasking skills</p> <p>Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers, ranging from farmers to councillors</p>	
<p><b>Additional factors</b> Working conditions/hours, ability to drive, any special working conditions</p>	<p>Full driving license Ability to travel to sites and events as required, may involve evening and weekend work and travel</p>	<p>Member of on-call team</p>