

PRODUCTION MANAGER - MAIN PURPOSE OF THE ROLE	
The Production Manager is responsible for the day-to-day running and coordination of the manufacturing operation, ensuring that jobs have the required materials to manufacture, are manufactured to the required standard, completed within the required timescales and successfully prepared, loaded and dispatched for delivery. The role combines production management, team oversight, ancillary preparation, dispatch coordination and practical operational management. The Production Manager will work closely with the Production Coordinator to ensure the weekly manufacturing schedule is achievable and delivered, while taking responsibility for overseeing the manufacturing team and ensuring that jobs progress through production and are ready for loading and dispatch on time. The role is highly hands-on and requires the Production Manager to be visible within the manufacturing and yard environment, identifying problems early, coordinating people and resources and ensuring the operation continues to move efficiently.	
Employment & Pay Structure	
39 weekly contracted hours	Regular hours 7:30am-4:00pm
The role may occasionally require flexibility around working hours due to incoming deliveries, production requirements and dispatch deadlines.	
Reporting To	
Managing Director	

Key Responsibilities
<i>Production Management</i>
Take overall day-to-day responsibility for the manufacturing operation.
Oversee the manufacturing team and ensure jobs are completed to the required quality and within the required timescales.
Review and approve the weekly manufacturing schedule provided by the Production Coordinator.
Understand which jobs need to be completed and by when.
Ensure the team is working towards the required manufacturing and delivery deadlines.
Monitor progress throughout the day and week.
Identify jobs that are falling behind and take appropriate action.
Ensure work is prioritised appropriately when multiple deadlines are approaching.
Identify bottlenecks, delays or resource issues and resolve or escalate them promptly.
Ensure the production team remains productive and focused on the required work.
Maintain awareness of upcoming deliveries and their expected arrival dates.

<i>Management & Oversight of the Manufacturing Team</i>
Provide day-to-day direction and oversight to the manufacturing team.
Ensure the production team understands what they are expected to work on and when it needs to be completed.
Allocate and coordinate workloads according to production priorities.
Monitor employee productivity and progress.
Ensure employees remain focused on their allocated work.
Support employees where problems or questions arise.
Ensure manufacturing processes and company standards are followed.
Address poor performance, lack of productivity or failure to follow processes appropriately.
Identify training requirements and work with the Training Coordinator where additional training is required.
Support the onboarding and development of new manufacturing employees.
Maintain a positive, professional and productive working environment.
Ensure appropriate staffing and overtime requirements are identified, allocated and communicated to management.
<i>Production Scheduling & Priorities</i>
Review upcoming manufacturing requirements.
Understand which jobs need to be completed and by which date.
Establish daily and short-term production priorities.
Monitor whether the workshop is on track.
Communicate priorities clearly to the manufacturing team.
Identify when a job needs additional resources or attention.
Escalate any issues that could affect manufacturing or delivery deadlines, to allow customers to remain informed of their order progress.
Work with the Production Coordinator to adjust plans where necessary.
Ensure changes to priorities are communicated clearly to everyone affected.
<i>Ancillary Picking & Order Preparation</i>
Ensuring ancillary requirements are identified from the relevant manufacturing/order information.
Ensuring ancillary products are in stock and picked accurately.
Checking quantities, sizes, colours and specifications.
Ensuring ancillaries are correctly associated with the relevant roof/order.
Ensuring ancillary items are ready in good time for dispatch.
Ensuring missing or incorrect items are identified before loading.

Monitoring ancillary stock levels.
Ensuring the ancillary storage area remains organised and accessible.
Ensuring regular stock checks are completed.
<i>Roof Completion & Dispatch Readiness</i>
Monitor completed and nearly completed roofs against their required delivery dates.
Ensure roofs are completed in sufficient time for loading.
Confirm that all required components and ancillaries are available.
Ensure completed roofs are checked before dispatch.
Identify incomplete work or outstanding items before loading.
Coordinate with the Dispatch & Logistics function to ensure everything required for delivery is ready.
Ensure last-minute problems are identified and resolved before the vehicle is due to leave.
<i>Loading & Outgoing Deliveries</i>
Review the agreed delivery schedule.
Ensure roofs are completed and ready for the scheduled loading time.
Ensure company dispatch procedures are followed by all employees.
Ensure the correct driver/vehicle is available.
Ensure drivers have the information they require.
Ensure the correct roof, ancillaries and associated materials are loaded.
Oversee loading where required.
Ensure dispatch paperwork is completed accurately and available for delivery drivers promptly.
Ensure drivers are provided with delivery addresses and relevant information.
Ensure drivers understand what they are delivering/collecting and where it is going.
Ensure any special access or delivery requirements are communicated.
Ensure customers are contacted where required or ensure the appropriate person is instructed to contact them.
Ensure loads are secure and appropriately protected.
Ensure loading is completed efficiently and safely.
Ensure vehicles leave on time.
Identify and communicate any delivery risks or delays.
Ensure any issues affecting a scheduled delivery are dealt with promptly.
Escalate significant delivery problems to management.

<i>Incoming Deliveries & Materials</i>
Oversee incoming deliveries required for manufacturing.
Ensure materials are received, checked and stored appropriately promptly after received.
Identify incorrect, damaged or missing materials.
Ensure relevant team members are informed of delivery issues.
Ensure materials are available when required for production.
Coordinate with the Production Coordinator regarding shortages or delayed materials.
Ensure the yard and storage areas remain organised.
<i>Stock & Yard Management</i>
Maintain overall organisation of the manufacturing and yard areas.
Ensure materials, ancillaries and finished products are stored appropriately.
Ensure stock is protected from damage.
Monitor stock usage and identify potential shortages.
Ensure stock counts are carried out as required.
Investigate stock discrepancies.
Ensure obsolete, damaged or surplus materials are identified and reported promptly.
Maintain a safe and efficient working environment.
The Production Manager will play an important role in ensuring clear communication between the different areas of the business.
TEAM MANAGEMENT & INTERNAL COMMUNICATION
The Production Manager will be responsible for overseeing the day-to-day manufacturing operation and managing the production team, ensuring that production targets, quality standards and delivery deadlines are met. The role will work closely with the following team members and departments to ensure effective communication and coordination across the business.
The Production Manager will directly oversee: <i>Production Supervisor & Training Coordinator</i> • Day-to-day supervision and coordination of the manufacturing team. • Allocation of work and communication of production priorities. • Monitoring staff performance, productivity and adherence to manufacturing standards. • Training, staff development and identification of skills gaps. • Quality control, corrective work and continuous improvement. • Reporting production progress, staffing issues and operational concerns to the Production Manager. <i>The Production Supervisor & Training Coordinator will support the Production Manager by supervising the manufacturing team on a day-to-day basis and coordinating training, while the Production Manager retains overall responsibility for the team's performance and manufacturing output.</i>

Production Coordinator:

- Oversee production planning and administration to ensure manufacturing requirements are accurately prepared and communicated.
- Ensure manufacturing paperwork and job packs are completed and available in good time.
- Review upcoming production requirements and the weekly manufacturing schedule.
- Oversee stock, material requirements, purchasing and ordering to ensure production has the resources required.
- Monitor the effectiveness of production planning and address any issues affecting manufacturing.

The Production Coordinator remains responsible for manufacturing paperwork, production administration, purchasing, ordering stock and arranging incoming deliveries, reporting to the Production Manager.

Manufacturing Team:

- Complete manufacturing work in accordance with job specifications and required standards.
- Meet production priorities, deadlines and targets.
- Use materials, equipment and resources effectively.
- Maintain quality standards and complete corrective work where required.
- Follow company procedures and health and safety requirements.

The Production Manager is ultimately responsible for the performance, productivity and output of the manufacturing team.

Working Relationship with Dispatch:

The Production Manager will work closely with Dispatch to ensure manufacturing priorities align with outgoing deliveries and collections. This includes:

Dispatch:

- Communicating production priorities and expected completion dates.
- Ensuring completed roofs and associated materials are ready in accordance with the agreed dispatch schedule.
- Resolving issues that may affect manufacturing completion or dispatch deadlines.
- Coordinating with Dispatch to ensure completed orders leave the premises on time.

Dispatch remains responsible for coordinating dispatch logistics, deliveries and collections, and arranging the dispatch of completed products. Dispatch does not report directly to the Production Manager.