

Job Description

Job Title: Operations Manager	Salary: £60,000
Reports to: Managing Director	Hours: Full Time
Location: Kimbolton or as reasonably required	Direct Reports: 4 Shift Managers, 1 Maintenance Manager, 4 HGV drivers & Logistics admin

Main purpose of the role

- Responsible for all production, engineering, transport and logistics activities on site
- Management and development of people and systems to ensure achievement of agreed objectives to timescale, cost and quality targets.
- To ensure that all activities are in full compliance with Health, Safety and Environmental Policy.

Key Responsibilities & Tasks

- Effective day to day management, motivation, control and deployment of all staff reporting to ensure agreed production objectives are achieved within budgeted costs and timescale to the required quality standard.
- Maintain control and discipline in all areas and ensure that all employees reporting 'work to contract'. Conduct return to work interviews and disciplinary hearings and take appropriate disciplinary action, short of Dismissal.
- Ensure induction and mandatory training requirements of staff are identified and thereafter development/training plans Inc. skills matrix are generated and delivered.
- Recruit personnel in line with agreed business plan and thereafter ensure effective performance and development.
- Implement company policy and procedures with regard to HR issues and ensure appraisals of all employees reporting take place in line with company policy and all issues raised are dealt with inc. generation of development/training plans.
- Chair the Management QA/QC panel, meeting weekly. To review retained samples, products being produced on the day. Including the investigation of customer complaints.
- Develop and publish agreed management data relating to operational performance, and ensure that negative variances are identified and acted upon appropriately.
- Responsible for ensuring that all areas are maintained in a clean, tidy and safe state and that 'housekeeping is generally of a consistent high standard.
- Ensure mill hygiene, feed quality and environmental standards are met in accordance with FEMAS, and company policy.
- Play an active role as a member of the HACCP team.
- Actively identify potential business improvements opportunities
- Contribute to strategic development at monthly management meeting

Key Skills & Competences

- Minimum 5 years management experience in a manufacturing environment (Ideally Milling, Feed Milling, Quarrying, Cement, Waste Recycling) or similar
- Knowledge and experience of LEAN working systems – OEE, 5S, SMED
- Must be able to demonstrate good working knowledge of company management systems
- Must be able to demonstrate good working knowledge of HR
- IOSH certificate
- Good communicator at all levels

Attitudes

- A hands on manager with a can do approach
- Excellent problem solver, who works well under pressure
- Keen to understand and improve the production processes
- Organised