

### Job Description

Job Title: Operations Manager	Salary: £55 - £70,000 P.A.
Reports to: Managing Director	Hours: Full Time
Location: Kimbolton or as reasonably required	Reports: Engineering Team 3- 4, Production Team 13 -14 & HSEQ Officer

### Main purpose of the role

- Responsible to ensure that the operations teams follow existing agreed policies & procedures.
- Management & development of teams to achieve agreed objectives within agreed time, cost and quality targets and build in succession plans
- Management & development of systems & processes to improve operational performance
- To develop the operations department in line with existing strategy

### Key Responsibilities & Tasks

- Effective day to day management, motivation, control, and development of all staff reporting.
- Maintain control and discipline in all areas and ensure that all employees reporting 'work to contract'. Ensure that return to work interviews and disciplinary hearings are undertaken and take appropriate disciplinary action where needed.
- Ensure training requirements of staff are identified and recorded in skills matrix and thereafter development/training plans are in line with this.
- Take ownership of plant performance, product quality including the investigation of customer complaints and completing corrective actions.
- Develop and publish agreed management data relating to operational performance and ensure that the root causes of 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. This includes management of all services & facilities.
- Play an active role as a member of the HACCP team.
- Actively identify potential business improvements opportunities
- Contribute to the strategic development at monthly management meetings

### Key Skills & Competences

- A qualified multi-skilled engineer
- Minimum 5 years management experience in a quality conscious SME manufacturing environment (Ideally Agriculture, Food, Milling, Feed Milling) operating along (almost) 'Just In Time' basis
- Must be able to demonstrate good working knowledge of company management systems, HR and leadership
- IOSH certificate
- Good communicator at all levels

### Attitudes

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