

# Job Description



<b>Job Title:</b>	Factory Manager
<b>Job Location:</b>	Sunamp Ltd (the factory), Macmerry, East Lothian
<b>Department:</b>	Production
<b>Reporting to:</b>	CEO
<b>Reports:</b>	Factory Supervisor, Team Leaders
<b>Job Purpose:</b>	The Factory Manager will use engineering skills, lean manufacturing tools, safety expertise and practical experience to transition products from 'development' to 'manufacturing' and to improve manufacturing processes and procedures which in turn improve efficiencies and product quality and reduce manufacturing costs.

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## Responsibilities

### Procedure Management

- Liaise with the engineering/materials team to understand the product design, safety features, and quality standards then manage the transition from 'development' to 'manufacturing', and the control documentation for the transition.
- Create work instructions (WI) for every production process and manage the change procedure and documentation on identified improvements.
- Ensure training programmes are completed according to the WI and manage the associated training documentation.

### Continuous Improvement

- Assess and analyze current production methods, including work flow, space requirements, and equipment layout.
- Develop the Factory Budget alongside Finance
- Provide the business with manufacturing decision-making information by calculating production, labour, and material costs
- Evaluate & develop new production processes by studying product requirements, observing operators, researching, testing and liaising with engineering, chemistry & suppliers.
- Improve production processes to improve efficiency, lower costs and improve product quality.
- Develop a culture of sustainable change through training on continuous improvement tools and lean methodologies.
- Prepare product and process reports by collecting, analyzing, and summarizing information and trends.

### Health & Safety

- Develop and execute safety plans ensuring compliance with all regulatory bodies and standards.
- Prepare, evaluate and enforce policies & procedures to establish a positive safety culture.

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- Oversee risk assessments and safety audits on personnel, equipment and materials.
- Analyses accident & incident reports and propose improvement plans.
- Oversee issuing of work permits.

## Quality

- Assure product and process quality by designing testing methods, testing finished product and process capabilities and establishing standards.

## People Management

- Managing all levels of staff with an open door policy
- Encouraging self-development to create an autonomous team
- Maintain and improve a positive work culture.
- Working alongside Chief People Officer recruit, induct and mentor new team members.
- Maintain a healthy ongoing reporting line with HR to include any staffing issues, productivity or staffing risk issues.
- Ensure that all production teams are meeting their targets to ensure deadlines are met.

## Skills & Qualifications

- Honours degree in production engineering or similar
- Lean Manufacturing qualifications such as Six Sigma and/or practical experience of lean methodologies.
- NEBOSH diploma or equivalent
- Strong leadership skills with excellent people manager qualities
- Excellent written and verbal communication skills
- Excellent organisational and time management skills
- Strategic thinker with strong interpersonal skills
- Experience with ISO standards.
- A minimum of 7 years' experience in a similar role.