**Role Description & Competency Profile**

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| **Role** | |
| **Job title** | Production Manager |
| **Job Level** |  |
| **Division** | Germains Seed Technology |
| **Department** | Operations |
| **Location** | NL - Aalten |
| **Team Structure**  Reports to, direct reports, etc**.** | Reports into Head of Manufacturing & Technology, Germains.  Direct reports: 8 x covering all production areas. |

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| **Description** |
| **Context**  Context in which the role needs to operate. In the situation of challenges or special circumstances it can be mentioned here |
| Germains Seed Technology is an ABF (Associated British Foods plc) company with a global footprint. Germains’ mission is to ‘maximise nature’s potential’ by using its seed technology processing know-how and deep expertise to unlock the genetic potential of seeds for food production.  In our production site in Aalten we apply seed treatment technologies to seeds from our customers in the horticulture business throughout Europe. |
| **Role Purpose**  The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role. |
| The primary purpose of this role is to provide overall management of the production teams collaborating closely with all operational functions to deliver seed treatment solutions OTIF and meet obligations around safety, quality, service, engineering, cost management, continuous improvement and employee engagement. |
| **Role Objectives**  The key responsibilities and key accountabilities of role. (5 to 10 areas) |
| **Health & Safety –** Lead the local team in such a way that the culture is one in which the health and safety of employees and visitors is of prime importance, taking a risk-based approach to ensure zero lost time injuries.   * Ensure that all safety incidents and issues are investigated, root cause identified and counter measures are implemented through collaborative work with the team and H&S Advisor. * Ensure regulatory compliance and raise concerns with line manager where appropriate * Ensure that audit actions are completed in a timely manner. * To own and manage, various HSE projects and initiatives as dictated by the needs of the business. |
| **Maintenance & Production Management –** Working with the engineering group to ensure all assets, including plant and facilities, are available and fully functional to meet business needs. To ensure that accurate records are kept in accordance with business requirements   * Collaborate with the engineering group to enable a clear and effective maintenance program for all equipment and the building in Aalten. * Review, plan, agree and manage the production expense and capital expenditure in line with budgets and plans. * To manage the planning of the daily and weekly production labour requirements in liaison with the Customer Service team. * Work closely with EU Aggregate Planner to understand and create materials forecast, ensuring all purchases are in time to meet production demand * Monitor the material supplies, ensuring that minimum stock levels are maintained * To organise and carry out regular stock takes of materials to ensure an up-to-date accurate account of stock levels. |
| **Continuous Improvement -** Foster a culture of continuous improvement and quality assured (quality assurance).   * Demonstrate continuing improvement in safety, quality, service, cost and efficiency. Seek out and implement best practice where appropriate. * Initiates continuous improvement projects in close collaboration with European Continuous Improvement manager * Apply a Root Cause Analysis approach to identify root cause and implement preventative measures to prevent recurrence. |
| **General management of the site -**   * Collaborate with all stakeholders including quality, commercial, finance, regulatory and R&D as required * Ensure operations capital requests are prepared thoroughly. Identify and prepare capital spend proposals for approval. Once approved project manage capital spending. * Implement effective risk management strategies to align with the European Business Unit strategy * Arrange site tours of the production facility as and when required. * Manage waste streams to ensure waste is kept to a minimum * Additional work identified as necessary for the operation of the business * Introduce best practice where practicable. * Complete administrative paperwork as required for company reporting procedures |
| **People Management**   * To ensure a positive and supportive working environment where the Company values are understood and practiced. * Ensure production employees on the site have annual appraisals and all training and development needs are identified and rectified * To manage employee numbers, holidays, absence and agency workers. * To ensure employees are appropriately trained and aware of their responsibilities. * To fully manage any employee absence in line with the Company process to ensure absence levels are minimised and supportive / corrective action is taken where necessary * Manages the site resource plan effectively and supervises employees directly or through direct reports. |
| **Stakeholder Management**   * Is active member of the European Operations team. * To effectively engage with customers and suppliers to resolve any issues or concerns * To promote and maintain effective communication and working relationships with all members of the local and global Senior Management Teams, providing necessary information when required |
| **Projects** –Participates in any special projects as and when requested by the business. Additional work identified as necessary for the operation of the business. |
| **Main Stakeholders**  Who are the main contacts for this role, internally as well as externally |
| ***Internally:***   * Work closely with the Head of Operations and other European Managers * Work closely with teams across commercial, QA, Planning, Operations to manage complaints or operational challenges * Works closely together with other department heads   ***Externally:***   * Suppliers * Customers |

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| **Requirements** | |
| **Education** | Desirable bachelor's degree in a relevant area |
| **Work experience** | A minimum of 3 years of work experience in production or site management coupled with a strong understanding of seed company practices. |
| **Physical** | It may be required to do some physical work occasionally (f.e. lifting) |

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| **Competency Profile**  Consider knowledge, experience, any formal qualifications genuinely necessary or any key areas of knowledge. |
| **Essential:** |
| * Experience of leading, motivating, inspiring and developing a team |
| * Demonstrable a clear understanding of manufacturing, preferable in a agriculture setting |
| * Clear understanding and interpretation of the requirements of internal and external customer in order to provide excellent service & solutions. |
| * Strong experience of managing different levels of stakeholders across the business with the ability to take a holistic view and define key objectives. |
| * Ability to allocate own resources in a sensible way in order to meet targets. |
| * Effective and proactive decision making in order to resolve issues in a timely manner. Identifying key stakeholders and communicating actions with them accordingly. |
| * The ability to effectively manage and organise team workload in such a way that everyone is engaged. |
| * Communicates well in English, both verbal and in written |
| * Ensures objectives are met in a timely manner in line with departmental and business objectives. |
| **Desirable:** |
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| **Other Factors**  Travel, shift working, HGV Licence, etc. |
| Being an active member of the European Operation there will be occasionally travel between Germains sites in Europe. |
| Flexibility on hours may be required at times to meet business objectives and to attend meetings, events and similar. |