

## Role Description & Person Profile

<b>Role</b>	
<b>Job title</b>	Production Manager
<b>Division</b>	AB Connect Mono
<b>Department</b>	Supply Chain Operations
<b>Team Structure</b> Reports to, direct reports, etc.	Reporting to Operations Manager Direct Reports : <ul style="list-style-type: none"> <li>• Operational Support Manager</li> <li>• Production Team Leaders</li> </ul>

<b>Description</b>	
<b>Impact Statement</b> The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role.	Day to Day management of the mill manufacturing facility, its personnel and manufacturing assets in a manner that meets the commercial requirements of the individual business unit. Ensure feed safety, maximise process efficiency, provide service, feed consistency and a safe working environment on a best cost framework.
<b>Role Objectives</b> The key responsibilities and key accountabilities of role. (5 to 10 areas)	<ul style="list-style-type: none"> <li>• Responsible for the achievement of agreed production budget (dependent on volume and product mix) whilst continually striving for greater efficiency.</li> <li>• Manage and maintain the mill operational structure to provide: <ul style="list-style-type: none"> <li>○ Feed of a consistent quality to the required specification.</li> <li>○ Feed volumes in line with mill capacity through ensuring optimal production planning and throughput</li> </ul> </li> <li>• Ensure that the achievement of food safety is always a priority</li> <li>• Improve competency , team work and empowerment skills of individuals through training and coaching.</li> <li>• Drive individual and team engagement</li> <li>• Continued compliance with Health and Safety and Environmental Law and Policy.</li> <li>• Demonstrate leadership and motivation together with the creation of a team that readily accepts responsibility and ownership.</li> <li>• Actively drive the site's Continuous Improvement Programme</li> <li>• Support the implementation of the capital projects for the site.</li> <li>• Communicate with other functions to understand and ensure customer expectations are met.</li> <li>• Maintain hygiene standards and the implementations of all procedures to meet the requirements of Assurance schemes and law.</li> <li>• Support planned maintenance activities</li> <li>• Utilise the site's business systems to monitor and control production process</li> <li>• Provide direct management of the site stock check process and carry out the investigation of variances.</li> <li>• Ensure compliance to site HACCP system requirements.</li> </ul>

	<p><b>Measures</b></p> <ul style="list-style-type: none"> <li>• KPIs, budgets, costs and performance assessments for mill.</li> <li>• Internal employee survey scores.</li> <li>• Health &amp; Safety audit scores and accident statistics</li> <li>• Continuous improvement assessment (PDP).</li> <li>• Monthly QA results for feed analysis.</li> <li>• Internal Quality Audit scores and external reports.</li> <li>• Customer complaints</li> </ul>
<p><b>Key Stakeholders</b> What are the challenges of the relationships, communication strategies required, etc</p>	<ul style="list-style-type: none"> <li>• <b>Operations Manager</b>– Routine progress updates, awareness of issues and resolutions, communicate on performance progress (reliability, cost, energy efficiency).</li> <li>• <b>Regional E,H&amp;S</b> – Update on action status from Audits, communication of identified issues.</li> <li>• <b>Regional Quality</b> - Update on action status from Audits, communication of identified issues.</li> <li>• <b>Regional HR</b> – Comms on training, people performance.</li> <li>• <b>Customer Service Team</b> - progress against plan, possible delays</li> <li>• <b>Commercial Team</b> – Understand customer requirements , awareness of issues</li> <li>• <b>Transport and Demand Planning</b> – plant capacity and capability, improvement opportunities, major downtime</li> <li>• <b>Finance</b> – KPI information</li> <li>• <b>Direct Reports</b> – Comms business strategy , personal feedback , daily tasks , objectives , site progress against objectives and KPIs</li> </ul>
<p><b>Scope</b> Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility.</p>	<ul style="list-style-type: none"> <li>• Leadership and Ownership of the production process with Asset Value range of £5M - £15M</li> <li>• Full legislative responsibility (E,H&amp;S)</li> <li>• Accountability and ownership of site production budget (c.£1 million to £4 million per annum)</li> <li>• Full Leadership of all direct and indirect reports</li> <li>• Personal Accountability to Continued Professional and Personal Development</li> </ul>

Person Profile		Essential or Desirable
<p><b>Knowledge</b> Consider experience, any formal qualifications genuinely necessary or any key areas of knowledge.</p>	<ul style="list-style-type: none"> <li>• Proven managerial experience in a manufacturing environment with H&amp;S responsibility</li> <li>• BRC or equivalent standards of operation</li> <li>• Effective training skills</li> <li>• Familiarity with Process Control computer systems</li> <li>• Communications to groups and all levels in business</li> <li>• Report generation and data interpretation</li> <li>• Budget management</li> <li>• People performance and development</li> <li>• Coaching and influencing skills</li> <li>• Food: High volume; low unit price production</li> <li>• Lean Manufacturing / CI Experience</li> <li>• Customer service contact</li> <li>• Commercial management skills</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p><b>Key Behaviours</b> Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours</p>	<p><b>Responsible – own it</b></p> <ul style="list-style-type: none"> <li>• Prioritise animal welfare and the safety of our people, partners and customers</li> <li>• Do what you say you were going to do</li> <li>• Own your decisions and mistakes with honesty and respect</li> <li>• Take responsibility for your own progression</li> </ul> <p><b>Inquisitive – ask more</b></p> <ul style="list-style-type: none"> <li>• Challenge the normal and don't accept the status quo</li> <li>• Learn from all parts of the business</li> <li>• Be innovative, make suggestions on processes, systems and products</li> </ul> <p><b>Inclusive – talk more</b></p> <ul style="list-style-type: none"> <li>• Value the contribution of everyone irrespective of role</li> <li>• Take a one team approach</li> <li>• Listen and share ideas even if not your 'day job'</li> </ul> <ul style="list-style-type: none"> <li>• <b>Brave – push the boundaries</b></li> <li>• Challenge decisions/behaviour and yourself to do better</li> <li>• Be respectful in your approach</li> </ul>	
<p><b>Other Factors</b> Travel, shiftworking, HGV Licence, etc.</p>	<ul style="list-style-type: none"> <li>• Hours to do the role, which will vary according to business priorities</li> <li>• Role has a mixture of desk and production located activities</li> </ul>	<p>E</p> <p>E</p>