



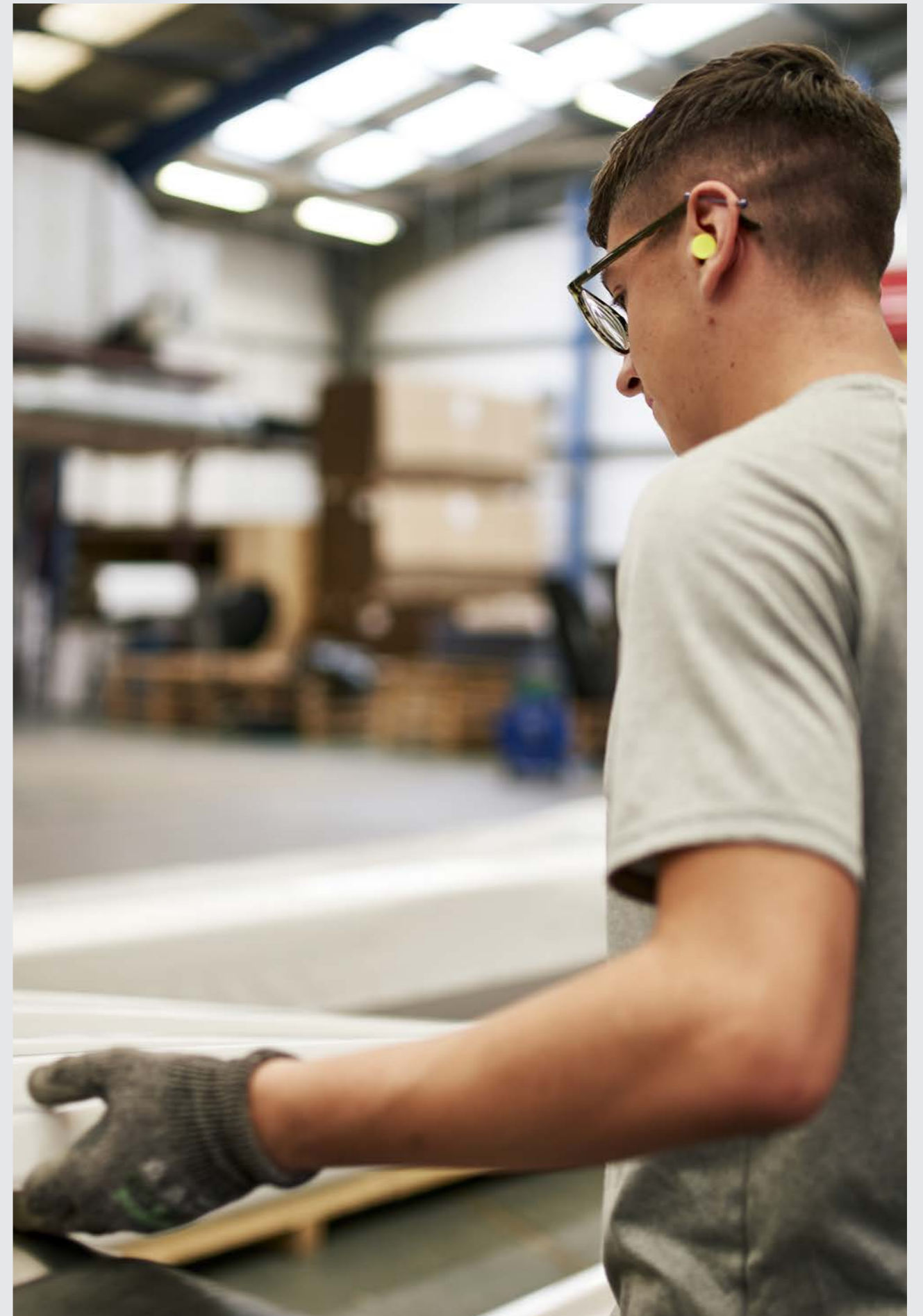
# Job Description

## Stepping Up to Management Programme



# Assistant Manager (Stepping Up Programme)

- Drive and maintain continuous improvement techniques within the production department to ensure process and operational control;
- Enhancement of manufacturing and technical knowledge within the department at all levels;
- Utilising current and contemporary maintenance management techniques (including facility and service management) to ensure maximum line availability and smooth, efficient project management;
- Risk management techniques to ensure the reduction of incidents and accidents;
- The development of product/revenue streams using modern manufacturing techniques such as project based activities, TPM, SPC, SMED and Six Sigma
- Development of new products through effective trialling and validation of products and processes;
- Cost reduction within the relevant department whilst sustaining and optimising quality and delivery performance;
- Act as a member of the management team providing relevant management information as the basis for future planning;
- Enhance knowledge at a local level by implementing contemporary manufacturing methodology.
- Plan and organise all production economically, avoiding waste;
- Provide leadership and guidance to shop floor personnel in modern manufacturing techniques to ensure cost effective and high quality product streams;
- Introduce, develop and implement modern maintenance techniques to ensure cost effective process, maximum equipment availability and safe working conditions for all production personnel;
- Establish and monitor production, production systems and quality assurance systems;
- Test production quality assurance systems on a regular basis to ensure quality standards are maintained;
- Ensure cost effective purchasing is carried out to meet production requirements;
- Continually improve the output from existing production equipment in terms of volume, quality and cost;
- Account for variances in actual production output compared to plan;
- Be a change driver within the department managing and driving forward process and cultural change at local level;



# Other Responsibilities

## Finance

- Carry out stock control of both raw materials and finished goods;
- Optimise cost control through decisions re shift working, overtime etc;
- Rigorous material management and account for cost variances against product/profile cost models;
- Responsible from removing cost within the value stream to ensure a cost effective manufacturing process without any detrimental effect to product quality or service levels.



## Communications

- Ensure communications are maintained at the highest possible level between management and the workforce and keep the production manager advised of impending situations which could develop into more serious problems;
- Ensure staff are kept fully briefed regarding the work and performance required from them and give direction and support to ensure that tasks are completed on time;
- Develop mutual respect with employees, by ensuring that all dealings are objective and impartial;
- Liaise with supporting departments and external contractors to ensure production targets are met against quality, cost and delivery objectives.

## Personnel

- Take care to ensure that at all times there is an adequately trained workforce to meet planned production requirements;
- Ensure that all employees are inducted, trained and validated in all aspects of their positions' requirements, to allow them to perform their functions safely and efficiently;
- Manage and motivate production staff to ensure that flexible job roles exist for operatives and that performance is both efficient and effective;
- Deal with day to day industrial relations problems ensuring legislation and company procedures are adhered to;
- Ensure that company procedures are followed with respect to recruitment and promotion of staff (policy guidelines);
- Ensure compliance with the company's Equal Opportunity Policy;
- Ensure that the company attendance management policy is implemented.

## Health & Safety

- Through good housekeeping procedures ensure that a safe and clean working environment is kept at all times;
- Ensure that the Health & Safety Policy of the company is operated and constantly reviewed to ensure compliance with statutory regulations as they change from time to time;
- Continual development of existing H&S systems and new procedure/practices are implemented in full where required.

## Technical

- Ensure the enhancement of technical knowledge within the department using effective training material and techniques to drive the level of technical competence and all levels;
- Develop peripheral technical personnel and techniques/procedure such as die care and maintenance to ensure the availability and reliability of dies, granulators etc;
- Effective trialling and validation of existing and new products/processes to ensure optimal performance and timely market introduction.



## Administration

- Ensure records are kept up-to-date and accurate for all performance criteria e.g:
  - Production performance by department / m/c / product group
  - Stock
  - Scrap
  - Time-keeping
  - Training
- Ensure that all reports, studies etc. required are accurate, submitted on time and to the required standard.

# Contact Us

Brett Martin Ltd  
24 Roughfort Road  
Newtownabbey, Co. Antrim  
Northern Ireland  
BT36 4RB

---

t: +44 (0) 28 9084 9999

f: +44 (0) 28 9083 6666

e: [hr@brettmartin.com](mailto:hr@brettmartin.com)

## Further Information

For information on our latest job opportunities please visit our website [brettmartin.com](http://brettmartin.com) or contact [\*\*hr@brettmartin.com\*\*](mailto:hr@brettmartin.com)

**[brettmartin.com](http://brettmartin.com)**