

3 May 2022

**Position** Manufacturing Manager

**Office** Michell Instruments UK

**Departments** Operations

**Job Description** **MANUFACTURING MANAGER – Job Description**

## Purpose

To manage the manufacturing processes for a diverse range of high technology instrumentation products. from assembly through to test, calibration, final assembly, and despatch. Lean operating principles are key to ensuring continuous increase in capacity, output volume and quality and the successful candidate will demonstrate a strong track record in lean operations.

## Reporting Structure

Total reports: 48 with 7 direct reports

Reporting to: Managing Director

## Duties

As a key member of Michell's operational leadership team, the successful candidate will develop strong working relationships with all team members.

## Leadership Team Duties

- Closely working with CSD, Planning and Purchasing teams to drive class leading delivery performance and margin improvement
- Manage Systems department to ensure on time delivery of complex design- and build-to-order projects
- Proactively work with Production Engineering and the Development teams to resolve design issues discovered in the manufacturing process
- Active co-operation with Service Department to provide components, sub-assemblies and finished product for the company's service and exchange programmes
- Manage the company's sensor manufacturing facility (wet chemistry laboratory Class 6 and 7 cleanroom) to ensure continuity of supply of the company's key humidity and moisture sensors
- Manage the Assembly team ensuring on time delivery of instrumentation products and accessories
- Manage the Stores team to ensure traceability and control of stock and WIP issue.
- Manage Despatch team to ensure daily on time delivery of all products.

#### Manufacturing Team Management

- Lead, manage and motivate production teams enabling good levels of engagement, proactively encouraging adoption of lean principles with tiered daily management
- Implement and support the policies as identified in the staff handbook
- Lead the MOR (Monthly Operating Review) for the Operations Leadership team to include key performance indicators including health and safety performance, quality data, order book information, upcoming projects and other relevant business
- Manage training requirements for all manufacturing staff and develop and manage training matrix
- Deal with any personnel issues, with HR as required
- Feedback of quality issues to staff through tier 1 and tier 2 daily reviews
- Follow HR processes and procedures
- Follow H&S processes and practices
  - Risk Assessments
  - Manual handling
  - Laboratory safety COSHH requirements, operating processes and waste disposal
  - Support safety officers in their tasks and actions

#### Manage recruitments as required

- Conduct annual appraisals
- Assist team members with any technical queries or problems

**Expires:** 31/05/2022