



## Production Engineering Manager – Job Description

(Job Code and Level: EPRE005)

### **Definition:**

Production Engineering defines and works out how the product will be assembled on the production line including the design packaging enabling the right quantity of components/product are delivered to support the speed of the production line. Review efficiencies and eliminate waste within the manufacturing process. Deliver high quality products/components to clearly defined standards.

### **Overall Purpose of the Role:**

Lead all manufacturing engineering, encompassing capital and process development projects, providing superior technical knowledge. Responsible for providing leadership, outstanding people skills and management to a team of Production Engineers. Responsible for installation, maintenance and improvement of production lines, managing contractors and ensuring that Health, Safety and Environmental requirements are adhered to. The role has full budgetary responsibility for the department. Implement and manage continuous improvement principals by highlighting deficiencies and recommending changes in training, working practices and processes.

### **Key Responsibilities:**

#### **Strategy and Development**

- Contribute to the creation and implementation of best practice production engineering; planning vision, strategy, policies, processes and procedures to aid and improve operational performance

#### **General and Task Management**

- Design, prove, implement and maintain production systems to deliver product on time, to quality requirements and to cost
- Drive functional excellence of the production engineering team
- Drive continuous improvement activities in quality, cycle times, process improvement, machine availability through lean techniques and value engineering to enhance the capability of existing processes and remove waste

- Drive validation plans to ensure robust and comprehensive technical solutions
- Provide technical inputs to bids for new business and facilitate successful outcomes
- Develop and maintain project plans and budget profiles to ensure delivery of milestones to agreed cost targets and timescales
- Identify and justify capital equipment investment
- Analyse and improve material usage
- Analyse downtime, identify trends and develop solutions
- Ensure accuracy of Production Engineering procedures and documentation
- Attend various meetings and action/communicate instructions
- Produce written reports and make presentations
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Identify business improvement opportunities within the organisation
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, including the engagement of external resources as required
- Develop, implement and manage key performance indicators (KPIs) for each area of responsibility
- Ensure KPIs are met by working to the overall plan, including management of, and reporting
- Conduct risk assessments of processes and tasks in the department

### **People Management**

- Ensure the delivery of the People Strategy within area of accountability
- Manage and lead the team, ensuring adequate staffing levels, managing holiday allowances, recruitment, training, development, appraisal, attendance, disciplinary issues and daily supervision to maximise efficient productivity
- Motivate and coach the team to operational success
- Monitor the completion of tasks and ensure good performance and record on appropriate systems
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them
- Review, implement and update company records e.g. training matrices, performance reviews, risk assessments
- Lead the team in new product and process introduction
- Set department objectives/KPIs and review and assess ongoing performance of direct reports
- Communicate KPIs from the strategic annual plan so that each employee is aware
- Report on achievement of targets and identify any actions required
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors

- Provide technical expertise to the team

### **Financial Budget and Control**

- Hold responsibility for departmental budget
- Responsible for achieving budget and forecast

### **Relationship Management**

- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the manufacturing strategy
- Communicate with stakeholders the impact of market change and potential effects on manufacturing design and development. Recommend solutions without compromising quality or service while optimising cost
- Stay current and up to date on any technology changes that may affect manufacturing design and development and advise others of any impact
- Contribute to new business initiatives and projects and review and communicate the impact on manufacturing activities
- Liaise and communicate with other departments, customers, suppliers and other service providers
- Work as part of the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements delivery in line with Company and Customer requirements
- Ensure an effective interface with other departmental staff is maintained

### **Self Management**

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures
- Comply with the Health, Safety and Environmental Policies
- Support encourages and develop team
- Proactively contribute to creating a good team atmosphere
- Anticipates and overcomes obstacles
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge
- Confident, rounded thinking
- Takes ownership for team cohesion
- Is self aware
- Is resilient, optimistic and open to change
- Has an Adult:Adult, collaborative approach to others

### **Skills and Attributes:**

- Self-supervising within the expectations of Senior Management with outcomes reviewed at Senior level

- Understanding manufacturing processes
- Understanding engineering, scientific and other technical information
- Understand lean manufacturing
- Ability to work in a diverse and dynamic environment
- Planning and prioritising activities
- Good communication and interpersonal skills
- Ability to present data effectively
- Problem-solving skills
- Understanding of Health and Safety practices
- Team working and leading skills
- Analytical skills
- Negotiation skills
- Ability to effectively train people inside and outside their work group
- Distinguished record of creativity and innovation
- Develops and applies advanced technologies, engineering principles, theories and concepts
- Exercises comprehensive discretion in judgement and initiative in setting and implementing goals
- Ability to negotiate the most complex arrangements with groups and stakeholders

### **Qualifications and Experience Levels:**

- Relevant manufacturing/engineering degree is preferred, or HND, BTec Professional Level 5 Award or equivalent NVQ Level 5 qualifications.
- Membership of an Industry related Professional body would be advantageous□
- Able to demonstrate experience of working within a manufacturing environment
- Strong working knowledge of 2D and 3D CAD
- In depth knowledge and experience of Design Failure Mode and Effect Analysis (DFMEA), Failure Mode and Effect Analysis (FMEA), Advanced Product Quality Planning (APQP), Production Part Approval Process (PPAP), and Lean Manufacturing techniques such as Six Sigma
- Experience of New Product Introduction, reworking design changes and upgrades through to production
- Experience of managing a team

### **Example roles this job description may cover:**

- Industrial Engineering Manager