

ETI JOB DESCRIPTION

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| Job Title | Production Manager - Sensors |
| Responsible to | Managing Director |
| Responsible for | All Production Staff |

About ETI

Electronic Temperature Instruments (ETI) Ltd, was launched in 1983 and is a UK award-winning manufacturer renowned for its precision digital thermometers and temperature-related instruments. With a focus on accuracy and innovation, ETI caters to various industries such as food service and facilities management, offering reliable solutions for temperature measurement needs.

Sensors Mission Statement

To manufacture products efficiently and profitably, whilst maintaining quality, good supplier/customer relations and ensuring employee job satisfaction.

- Strategically plan and manage sensor production to ensure capacity meets with current sales demand.
- Enhance efficiency to achieve peak productivity levels while upholding the highest standards of quality in sensor manufacturing.
- Adopt innovative techniques in sensor manufacturing to assert our position as market leaders.
- Review and consider the adoption of labour and time-saving equipment to streamline operations.
- Implement measures to significantly reduce manufacturing rework and minimise overall waste in the production process.

Key responsibilities

- Manage the Department, lead and develop direct reports to work safely, attain competence, display commitment, maintain standards, embrace change and work with others to achieve the Company's business objectives.
- Organise all production operations to ensure that output and quality targets are achieved and that all relevant health, safety and environmental requirements are met.
- Develop all necessary policies and procedures to ensure that plant and equipment are effectively maintained to ensure maximum production efficiency.
- Develop and monitor all necessary procedures to ensure continued efficient operations.
- Develop and maintain good working relationships with suppliers.
- Negotiate with contractors and suppliers to ensure the cost-effective provision of services to the Department.
- Maintain all necessary records to ensure effective monitoring of the manufacturing process and procedures.
- Develop and implement any required changes to production processes to improve output and product quality and to reduce costs.
- Work with QA to identify and implement quality improvement programmes to improve the cost effectiveness of the manufacturing process.
- Maintain regular contact with other departments to ensure they are aware of the production workload, and to identify potential problems.

- Maintain accurate and up-to-date records of all plant and equipment and identify and resolve any issues relating to maintenance procedures, plant or equipment.
- Develop and implement short and long-term plans to ensure the Department has the necessary resources to meet business objectives.

Main interactions

- Internally – Production staff, Team Leaders, Management Team
- Externally – Suppliers, Contractors

Knowledge and experience

- At least 5 years' production management experience
- Managing a large team of staff with diverse skill sets
- Thorough knowledge of all aspects of the production process
- Computer literacy and familiarity with various software packages
- Strong drive to achieve results
- Continuous Improvement experience
- A good understanding of the methods of manufacturing

Training/skills

- Excellent planning and organisational skills, and effective time management
- Good computer skills and confident user of Microsoft Office applications
- Excellent communication skills – both on the phone, via email and in person
- Strong leadership and interpersonal skills with the ability to motivate and manage teams effectively, communicate clearly across departments and foster a positive and productive work environment.
- Self-motivated and able to use initiative with minimal supervision
- Accurate attention to detail
- Team player – able to work with all areas of the business
- Excellent negotiating skills

Management

- Responsible for the recruitment, induction, and ongoing training of all team members, in close liaison with the HR Department.
- Carry out team members' formal appraisals and informal one-to-one discussions, in line with company procedures
- Responsible for departmental budget income and expenditure.
- Devise and deliver Annual Operational Plans for the team.
- Ensure any HR issues relating to staff members are dealt with promptly and reported to the HR department – seeking guidance when appropriate.
- Conduct investigations, disciplinary hearings, grievance procedures, etc, as and when appropriate
- Be an active member of the Management team and provide constructive input into activities which fall outside of the remit of the role.
- Be a leader and positive role model to staff and visitors on site.



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Other

- Undertake all duties in accordance with ETI Ltd policies.
- Attend all training when required in order to adhere to mandatory regulations, legislation and best practice.
- Promote the company positively at all times.
- Adhere to all aspects of confidentiality and Data Protection to ensure compliance with the law.
- The post holder will be required to undertake such other duties as may be required, therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
- The organisation reserves the right to update or amend the job description, from time to time, to reflect changes to the role. The post holder will be consulted about any proposed changes.

I confirm that I have read, understood, and accept the duties detailed in this Job Description.

Employee name

Employee Signature

Date