



JOB TITLE **OPERATIONS MANAGER**

Department	Operations
Location	Arbroath
Reports to	General Manager

PURPOSE

This is an important new role within a developing and growing business which has an unrivalled reputation globally as a leading designer and manufacturer of high speed automated machinery.

Reporting to the Senior Operations Manager, the main purpose of this role is to manage the Planning, Materials and Manufacturing functions of our Arbroath site ensuring an efficient and cost effective service to our customers.

TO BE SUCCESSFUL IN THIS ROLE YOU WILL:

- Directly manage the agreed scope of operational activities on the Arbroath site to ensure all projects and sub-projects are delivered within agreed budgets and timelines, ensuring the required level of service is delivered to customers
- Develop a procurement service that can proactively support a multi-million pound growing business.
- Implement robust supply agreements to help drive the overall supplier performance to support the growth of the company whilst developing best value and long term international relationships.
- Maintain and enhance the relevant quality systems to ensure the site's continuous improvement
- Monitor the effectiveness of corrective actions and introduce preventative measures where appropriate.
- Lead site improvement programmes and ensure good maintenance and overall condition of all plant and equipment
- Propose innovative ideas to enhance the operations functions and improve the general running of the business.
- Deliver a high availability level within the operation to maximise our customer experience.
- Work within the departmental budget to assist in overall achievement of targets.
- Identify operational strategies and tactics to maximise gross margin and profitability for the business
- Apply an excellence approach to all activities and ensure high site standards are demonstrated by self and team.
- Ensure effective communications within the operational team and across the business, ensuring the same message is delivered across the operation.
- Maintain and improve performance levels of immediate team and coach behaviours in first line reports to maximise efficiency / effectiveness in line with site KPIs.



WHAT YOU'LL BRING TO THE ROLE:

- Strong people management and leaderships skills with demonstrable experience within a relevant industry and business function
- Proven experience in manufacturing and supply chain with advanced levels of commercial awareness and leadership experience.
- Procurement experience especially strategic supplier development and negotiation
- Understanding of capital equipment engineering systems
- Knowledge and understanding of Health and Safety Legislation, ideally Nebosh qualified
- Hunger for success, personal drive and motivation - a proactive can do attitude.
- Of degree calibre
- Project management aptitude
- Communication skills with the ability to communicate at all levels, within the team, wider business and suppliers.
- Ability to organise, prioritise and maintain relevant information to support the business.
- Sound analytical skills, good problem solver.
- Organised and able to multi-task in a demanding environment, comfortable to operate under pressure, to lead and or be part of a team.
- Excellent customer service and relationship building skills.
- Creative ability to develop new ideas and implement improvements.
- Comfortable in dealing with internal and external customers at many levels
- Accustomed to operating effectively under pressure.

WHAT WE EXPECT FROM YOU:

- A professional approach
- An enthusiastic manner
- A commitment to excellence in all that you do
- Be a team player, willing to continuously and proactively collaborate, share, and seek information and guidance
- Self-driven to make a significant contribution to maximising AGR customer service



ADDITIONAL INFORMATION

Scope of role:

- Master Planning and Production Control
- Procurement
- Materials Control
- Parts Manufacturing
- Assembly Resource Utilisation and Productivity
- Site standards and appearance
- Responsibility for personnel management including discipline, performance reviews, personal development and recruitment will also be a responsibility of this job role, support by the HR Manager.

Key Areas of Responsibility

- Take overall responsibility for all core operational activities as defined in this specification on the site in Arbroath
- Take overall responsibility for the facilities infrastructure and services on the site in Arbroath
- Day-to-day management of the Master Planning activity in co-ordination with Project Managers
- Day-to-day management of the Production Control, Procurement and Materials Control teams
- Day-to-day management of Part Manufacturing
- Day-to-day management of utilisation and productivity of Assembly personnel in co-ordination with Project Managers
- Day-to-day management of all core operational personnel on the Arbroath site including utilisation, training and training records, appraisals, discipline and health and safety
- Ensure good maintenance and overall condition of all plant and equipment
- Strategic management of subcontractors and suppliers
- Directly manage the agreed scope of operational activities on the Arbroath site to ensure all projects and sub-projects are delivered within agreed budgets and timelines.
- Support the Senior Operations Manager and General Manager in the day-to-day operation of the business to deliver agreed budget in terms of sales and profitability
- Identify operational strategies and tactics to maximise gross margin and profitability for the business
- Any other tasks as reasonably required to fulfil overall Operational Management responsibilities