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| **ROLE PROFILE** | | | |
| Job title | Production Manager | Date | 03.04.2025 |
| Business | Walkers Deli & Sausage Co. | | |
| Department | Pate | | |
| Working Hours | 40 hours per week plus a 30 minute unpaid break per day | | |
| Location | Walkers Deli & Sausage Co. 78-88 Cobden Street, Leicester, LE1 2LB | | |
| **ROLE SUMMARY** | | | |
| To manage all activities within the Sausage Factory. This will include overall responsibility for H&S, Food Safety and the effective, efficient, and safe utilisation of labour, machinery and materials to agreed company targets and standards. This may include working in conjunction with other managers in a working pattern arrangement. | | | |
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| Reports to | Factory Manager | | |
| Direct & indirect reports | Area Managers & Team Leaders | | |
| Key internal stakeholders | Other Departments: Technical, Engineering, People Team and Deli Production | | |
| Key external stakeholders | Customers: Tesco, Waitrose, and Aldi | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| * Achievement of KPI’s in relation to production efficiencies, people, quality and profitability through a continuous improvement approach. * To ensure that within the manufacturing unit, customer orders are fully achieved, to specification and available in accordance with despatch timescales. * Line Management responsibility for the Area Manager and Team Leaders * Set, agree and monitor targets to ensure the units people development objectives are met and continuously improved. * Drive continuous improvement within the Department * Fully conversant and be able to report on cost elements of products, yields, labour efficiencies and wastage. * In conjunction with ancillary departments identify and agree appropriate measures and interventions to ensure that the manufacturing units targets are achieved. * To be the point of contact for customer liaison including technical visits, audits and buying visits. * Ensure a safe working environment by taking a pro-active stance towards health & safety issues * To identify, justify and implement the Capital Expenditure proposals required for the continuing improvement of efficiencies, quality and people within the manufacturing unit’s whole environment. * In liaison with the Factory Manager conduct and delivers the preparation and justification of the budgeting and five-year planning activities for the manufacturing unit. * Coordinate and monitor the management of stock control activities within the manufacturing unit * Develop and maintain the appropriate communication forum(s) within the manufacturing unit to ensure that all colleagues are fully aware of relevant information e.g. Business appreciation, customer issues, project and people developments | | | |
| **QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE** | | | |
| * Food Hygiene – Level 3 * Health & Safety – Level 3 * HACCP – Level 3 * Previous People Management experience * Commercial awareness and a strong commitment towards quality and customer service. * A resilient, credible leadership style with the ability to inspire, coach and develop the team. * The ability to work under pressure and on own initiative. * Reliable and conscientious with the ability to work flexible hours in line with business needs is essential * Previous experience of working in a chilled food environment is preferable | | | |
| **CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS** | | | |
| **Competency** | **Descriptors** | | |
| Value People | Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times. | | |
| Customer Focus | Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success. | | |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism. | | |
| Flexibility & Adaptability | The ability to change and adapt own behaviour or work procedures when there is a change in work environment, for example as a result of changing customer needs. | | |
| Initiative & Taking Ownership | Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism. | | |
| People Management | The ability to understand people and their motivations, build good relationships with them and help them unlock their potential | | |
| Empowering Others | Creates an environment where people feel required and enabled to take ownership and responsibility. | | |
| Coaching for Performance | The ability to help others achieve more through two-way feedback, clear direction and enabling. | | |
| Analysis & Planning | The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals. | | |
| Drive for Excellence | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement. | | |