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| ROLE PROFILE | | | |
| Job title | Area Manager | Date | 22/08/2025 |
| Business | Samworth Brothers | | |
| Department | Assembly | | |
| Location | Manton Wood | | |
| ROLE SUMMARY | | | |
| * Key member of the Operations Management Team reporting into the Production Manager. * To comply with Health & Safety legislations in line with company policies. * To effectively manage day-to-day Factory operations & to ensure all manufacturing performance KPIs (See Role Metrics) are achieved in line with Company procedures. * On a day-to-day basis the Area Manager is expected to deal with the fulfilment of customer orders & individual line performance whilst providing management expertise to 10-13 Team Leaders. * The Production Manager provides policy and personal guidance. * Key interaction with all disciplines across site in conjunction with delivering factory performance. * To support the Production Manager in strategic initiatives to move the business forward | | | |
| REPORTING STRUCTURE | | | |
| Reports to | Production Manager | | |
| Direct & indirect reports | 10 – 13 Team Leaders | | |
| Key internal stakeholders | Line Managers, Department Heads | | |
| Key external stakeholders | NA | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| This is not an exhaustive list and the role will require you to accept additional responsibilities.   * To actively promote a health and safety culture within the department to ensure that all requirements are met and continuously identifying areas for improvement * To provide direction and support to the team leaders, managing and facilitating their performance and development and ensuring departmental structure and skills are developed to meet changing requirements * To have responsibility for all aspects of food safety and quality in the department ensuring QMS is implemented and an effective audit procedure are established with the correct level of training given * To derive an advance labour plan for the department and review on a weekly basis * To control labour and materials at cost level and account for any anomalies * To deliver customer service levels at agreed target levels and continuously identify areas for improvement. * To identify changes in process/method that will lead to productivity improvement * Ensure that a high level of hygiene and housekeeping standards are maintained and that engineering resources are co-coordinated effectively * Ensure all disciplinary and absence management issues in the department are managed in accordance with company policies and procedures * To develop communication between and within shifts and departments * To manage ad hoc projects as required * Accountable for Factory Shift Labour (Circa 300 People) and Material costs – delivering factory standards with correct manning and monitoring material costs through giveaway / lightweights, floor waste, line waste and FG waste. * To deputise for the Production Manager as and when required * Ensure lines are running, prioritising to make sure 100% service levels are met for outload. * Dealing with quality issues such as raw materials, especially during times when Senior Management are not on site, escalating where necessary * Prioritising labour with planners * Liaising with all other departments such as Goods In, Despatch and Technical to ensure good working relationships.   **Ensure performance standards are met in respect of:**   * H&S – Accident Investigations to be completed within 24 hours; * Conformance to plan – plan sequence and quantities; * Material usage – overall control and management of Factory Materials * Line efficiencies – correct or improved run rates and downtime analysed, trended and improvement plans in place; * Quality – Visual Standards used, and Complaints problem resolved; * GMP – Factory Auditing and RAG Scoring; * People – Attendance; Skills & Training Plans; Performance Management; D&G investigation and disciplinary's; Labour Turnover.   **Demonstrate effective cost control within the line of responsibility through:**   * Effective use of Factory labour * Material usage – Giveaway / Lightweights / Stock Counts / Line Control * Waste reduction – Floor Waste / FG Waste / OOL Product | | | |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE | | | |
| * Experience of managing a Team of between 10 – 13 First Line Managers/ Team Leaders, and indirectly up to 300 people * Experience of working within food manufacturing at a manager level or above (Minimum of 18 Months Experience) * Able to drive results in a fast-paced environment * Knowledge and experience of driving improvement within area / department * Ability to coach and mentor people who manage people * Strong leader who leads by example * Excellent communication/engagement skills * Self-motivated and highly resilient * Financial / commercial awareness * Ability to make tough people decisions * To have the ability to communicate at all levels of the business. * Have good problem-solving skills. * The ability to prioritise and work effectively under pressure. | | | |
| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS | | | |
| **Competency** | **Descriptors** | | |
| Values 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 the 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.* | | |