

CANDIDATE SPECIFICATION



JOB TITLE	Manufacturing Engineering Manager
REPORTING TO	General Manager
DEPARTMENT/SUB DEPARTMENT	Composites, Technical
LOCATION	Clevedon
OVERALL PURPOSE	
Management of the Manufacturing Engineering Team.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Management of departmental resources and alignment of sufficient personnel to specific projects / tasks so as to ensure that agreed schedules are achieved, • Develop and maintain a departmental skills plan which shows that a sufficient level of appropriate skills are available within the ME department in order to cater for the known and emerging needs of the organisation, and that formal actions are determined and implemented in order to close any gaps that are identified within the ME skills base, • Develop, implement and maintain a set of control measures that effectively tracks progress being made against specific project requirements, • Ensure that the management of inter-departmental and inter-Company links between the ME function and other areas of the organisation remains robust and effective, • Ensure that adequate levels of support are provided to other areas of the organisation in the delivery of resolutions for manufacturing related issues, • Provide the organisation with a level of assisted leadership with the pro-active identification of product and process improvement initiatives, • Management of strategies and plans that support the manufacturing engineering elements of product and process improvements, • Management of schedules and activities that support the manufacturing engineering elements of new product introduction projects, • Provide assisted leadership for Rapid Improvement Workshops and Value Stream Mapping exercises, • Responsible for ensuring that all departmental tasks are carried out in an efficient and controlled manner, • To delegate tasks and effectively communicate to other relevant managers to ensure that all work produced is carried out in a timely and cost-effective manner, • Ensure that all staff working within the ME team perform to the best of their ability and are made accountable for their performance at work, • Manage performance, attendance, timekeeping and employee relations, working in conjunction with the HR Team, • Ensure that all staff working within the ME team are provided with information on the Company's performance and future plans, principally through formal briefing processes and reviews, • Ensure effective internal controls and management information systems are in place, including the effective measurement and formal reporting of performance within the department, • Ensure that expenditures of the ME team are within the authorised annual budget of the Company, • Ensure that the Group Supply Chain Manager is properly informed about ME related matters and that sufficient information is provided to allow him/her to form appropriate judgments, • Abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Company's standards and policies, including its environmental, safety and health policies • Work with others as appropriate in order to ensure that the Company has appropriate systems to enable it to conduct its activities both lawfully and ethically • Contribute efforts to ensure that the Company maintains high standards of corporate citizenship and social responsibility wherever it does business, and • To carry out any other task where reasonable and relevant, when required. <p>This is not an exhaustive list.</p>	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above		✓
Industry recognized engineering-based apprenticeship	✓	
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Considerable post apprenticeship experience working within an engineering environment	✓	
Previous supervisory experience		✓
Hands on experience of Ipeco's core manufacturing processes	✓	
Proficient on IT systems, including MS Office, SAP and CATIA	✓	
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	