

CANDIDATE SPECIFICATION



JOB TITLE	Production Controller	
REPORTING TO	Senior Production Controller	
DEPARTMENT/SUB DEPARTMENT	Production Control	
LOCATION	Southend-On-Sea	
OVERALL PURPOSE		
Responsible to execute production plans for the responsible area.		
PRINCIPLE ACCOUNTABILITIES		
<ul style="list-style-type: none"> • To Understand Master Production Schedule and Production Plan to deliver the MPS, • To ensure capacity requirements agreed by Production Planner and Production Managers meets the Production plan, • Review material availabilities and discuss the missing parts with necessary Buyers as required, • Ensure Programming, tooling and fixtures are available to meet Production demand, • Release agreed work to shop floor, • Run dispatch list for shop floor where necessary or ensure Supervisors run dispatch list on screens provided in shop floor, • Review Supervision adherence to plan, offer recovery plan when target/output is not achieved, • Chair meetings with Shop Floor Management and Supervision regarding shop floor requirements and performances, • Attend Production meetings when necessary, • Ensure exception messages are addressed daily where necessary, • Attend MRB (Material Review Board) meetings and ensure plan is not affected by anomalies, • Attend Mod meetings and ensure changes are not affecting Production Plan or Recovery Plan and necessary parties are informed, • To assist Production Planners in achieving their responsibilities, • Maintain SAP data with regard to in-house manufacture and work center information, • To ensure priorities are set on dispatch list (work to list) and ensure that shop floor is following the dispatch list order, • Liaise with Production Planner, Production Managers, Supervisors and Buyers when necessary, • Responsible for ensuring that a high standard of housekeeping is maintained, • To help create and maintain a safe working environment and observe the published Health & Safety procedures, • To carry out any other tasks, when and where reasonable and relevant, when required. 		
QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to degree level		✓
Maths/English GCSE (or equivalent) at grade C or above		✓
Operations/Business Management qualification		✓

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EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Previous experience in Production Control/Planning environment		✓
Experience in Aviation industry		✓
Knowledge of SAP system is advantageous but training will be provided		✓
Understanding of Material Requirement Planning (MRP) and Enterprise resource management (ERP)		✓
Working knowledge of Windows operating system, and Microsoft Office suite	✓	
Experience of lean manufacturing, product routings and workflows		✓
Ability to plan, organise and prioritise work to strict deadlines	✓	
Be able to communicate effectively at all levels within the organisation	✓	
Operates autonomously with minimal guidance	✓	
Ability to manage multiple projects	✓	
Ability to use logic and reasoning to identify problems and solutions, conclusions and approaches to problems	✓	
Recognizes and promotes the importance of continuous improvement	✓	
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	✓	