

Senior Operations Manager

Job Description

Location/Site	Department
NI	Operations
Reports to	Responsible for
Operations Director	All operations activities in designated site
Job level/Grade	Career Level, Job Family, related People point profile
	<ul style="list-style-type: none"> Career Level: Production Manager 2 Job family: OP-Operations & Manufacturing

GENERAL ACCOUNTABILITY:

McCloskey International leads the screening and crushing industry with a complete line of equipment including: crushers, vibrating screeners, trommels and stacking conveyors. Built with power and durability as standards, every product is field-tested before being deployed in a wide range of industries around the world. We currently operate across 3 manufacturing sites in Northern Ireland and we continue to grow our market share.

Purpose: Reporting to the Operations Director, The Senior Operations Manager will be responsible for all activities within their key function of Operations along with all activities being executed on their designated site, Health and Safety adherence, Production adherence, Scheduling of plant resources, Quality assurance, Meeting cost targets of product, to advise on best practice and to ensure standard procedures are adhered to as well as continually improve the production process.

Key Functions: The Senior Operations Management team will take responsibility for one of the key functions of the Operations Process along with responsibilities relating to their designated site:

PDI, NPI, Rework, Dispatch and the Management of the Colone Site: Key functions would include manufacturing engineering, site security, cost control, delivery performance of schedule, the delivery of operational excellence for their Operational area, logistics management between sites and cross functional collaboration with other Senior Operational Managers and support functions.

SPECIFIC ACCOUNTABILITIES:

- Lead, manage and continually improve the production process and teams under their remit.
- Work closely with Engineering, Supply Chain and Sales teams to continuously improve the overall effectiveness of their area of responsibility.
- Collaborate with assigned Manufacturing Engineer to ensure effective running and develop areas of responsibilities.
- Ownership for Site Security and control of site access including key holders.
- Ensure productivity, cost effectiveness, quality and service in the production process of all lines.

- Planning, organising, directing and running optimum day-to-day operations to exceed our customers' expectations.
- Increasing production, assets capacity and flexibility while minimizing unnecessary costs and maintaining current quality standards.
- In conjunction with and cooperation with the other Senior Operations Managers, ensures the on-time delivery of all McCloskey International products.
- Develop systems and processes that track and optimize productivity and standards, metrics and performance targets to ensure effective return on assets.
- Effectively plan, organise and coordinate resources to meet the production requirements of MIL machines and to the specifications within the client contracts.
- Implement strategies in alignment with strategic initiatives and provide a clear sense of direction and focus.
- Address escalated issues, highlight reoccurring issues and provide leadership and guidance to the support teams. Work with Tactical Buyer to chase up shortages. Ensure excellent material flow and storage across designated site and within internal supply.
- Run continuous improvement discussions/forums and quality circles to investigate and analyse all production related issues and to ensure ongoing continuous improvement.
- Actively participate in business improvement projects.
- Stay up to date with latest production management best practices and concepts.
- Works closely with other Senior Operations Managers and Freight Coordinator to ensure the timely delivery of the Operations Process.
- Collaborate with the Sourcing Team to look for potential cost savings. Complete Vendor Inspections as required.
- Provide Aftermarket support through the supply of parts to Spares and Customer Support Teams.
- Work with the Maintenance Manager to plan maintenance schedules and requirements and ensure work is carried out effectively and efficiently.
- Fully support the ISO Standards implemented across designated site.
- Works closely with Quality Systems Manager to ensure In Process Quality Control standards are met and supports root cause analysis investigations where required.
- Agree KPI's with management and report on progress as requested.
- Complete factory tours of site with visitors.
- Complete any special projects as required. May be assigned to other areas of the business, based on business or customer requirements.

PEOPLE ACCOUNTABILITIES:

- Share a trusting relationship with workgroup and recruit, manage and develop staff.
- Responsibility for the day-to-day management of all people on their site and within their remit on other sites including support staff.
- Provide leadership and direction to the Team.
- Allocate labor, establish and control labor costs and the standard cost of product.
- Lead, manage, control and develop all employees (including absence, performance management, grievances and Health and Safety Training) using SMART objectives during regular review and feedback meetings.
- Work closely with department heads to ensure the accurate management and objective setting for all support staff working on their site.

- Enforce Performance Management across area including skills matrix, ensuring adequate skill level, highlight training needs and addressing poor performance. Manage the performance of all team managers and teams by setting goals and objectives, review KPI's, coaching and performance improvement.
- Encourage involvement in cross functional teams and company initiatives (Health and safety, charity, problem solving teams).
- Assess and evaluate training needs of direct reports, ensure training and development needs are met within departmental plans.
- Complete any special projects as required. May be assigned to other areas of Operations, based on business or customer requirements.

EXPECTED OUTCOMES:

- Coach, mentor and lead team on designated site.
- Work collaboratively with other Operations Leaders to develop Operations across NI.
- Oversee a high standard of quality on designated site.
- On-time delivery.

EDUCATIONAL BACKGROUND & EXPERIENCE REQUIRED:

Proven experience in leading and directing a team in a manufacturing environment with proven successful leadership experience in this industry. Strong organizational, planning and negotiating skills are required.

- Proven ability to coordinate projects to successful completion
- Proven ability to develop and empower Team members to deliver results on the frontline
- Strong collaboration and team building skills.
- Knowledge of lean manufacturing and business Improvement.
- Outstanding communication (oral/written) skills required.
- Ability to communicate very effectively.
- Must be proficient in MS Office (Word, Excel, PowerPoint).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the job.

Employee Signature

Date

Manager Signature

Date

Human Resources Signature

Date