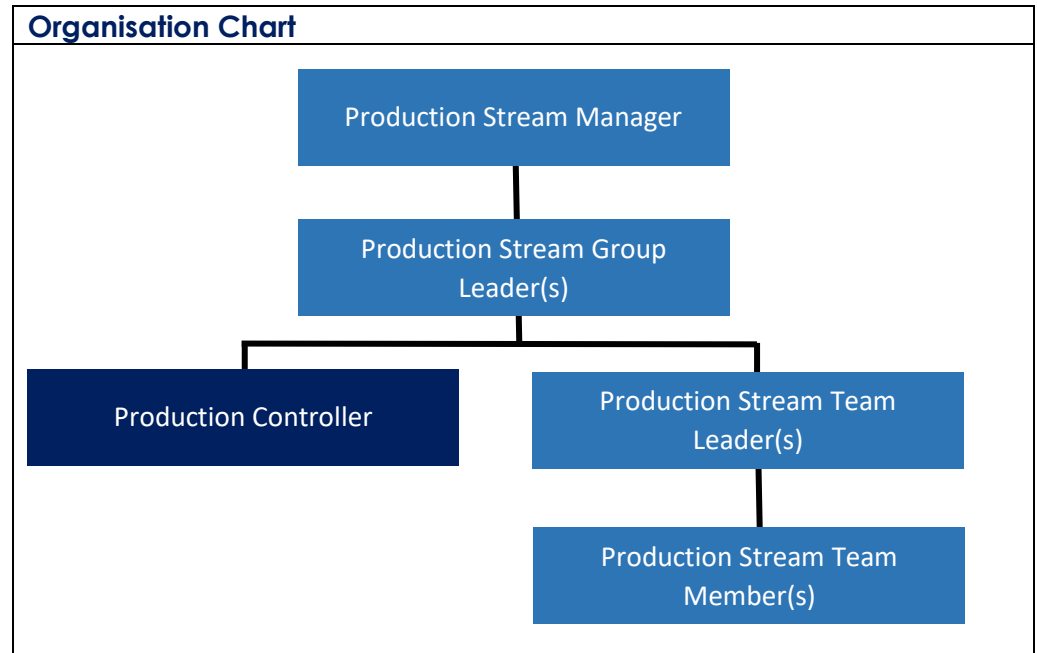


Role Description

Job Title	Production Controller
Line Manager	Group Leader
Department	Manufacture
Evaluated Job Grade: Weekly Monthly Manager Director Executive	Weekly
No of direct reports	
Location	PFM Site
Purpose To support all Production Leaders and Team Members through administration of all planning and production factory floor requirements.	



Key Accountabilities:

Safety is a condition

- Maintain and make available a full working library of Risk Assessments and Standard Operating Procedures for every job conducted within Production. Administer changes to these documents as instructed by the Production team.
- Ensure that Training & Versatility Matrices are maintained by the Production Team Leaders for every Team Member
- Embrace "Go for Zero" by promoting positive behaviours, root causing near misses and coaching team members to work safely.

People

- Maintain labour management visual standards for all Production areas.
- Support ordering and tracking of agency team member requirements ensuring labour standards are not exceeded.

- Track team member absence and ensure Return to Work (RTW) meetings are held at the required frequency by Group Leaders.
- Support Group Leaders with Kronos time and attendance queries & management.

Standard Work

- Maintain a full working library of all site Work Element Sheets (WES) and Confirmation T Cards. Administer changes to these documents as instructed by the Production team.
- As required create, modify, print and make available all process control sheets for factory production, one day in advance.
- Liaise with the site Planning team and ensure Production Schedules are available to all teams in advance of shift start.
- Communicate Production Schedule change requests from and back to the site Planning team.
- Ensure all traceability paperwork is collated and maintained by the site Team Leaders across all locations.
- Order, manage and maintain all factory stationary.

Problem Solving

- Support collation of data to enable performance tracking e.g. High Risk Data Capture (HDC) & Attainment to Plan (ATP).
- Convert data into graphs and publish these onto Visual Management boards as required by PS Group Leaders.
- Continually look for ways to simplify & improve activities across the factory e.g. auto data capture, labour optimisation, paperwork reduction

Skills & Knowledge	Essential / Desirable
<ul style="list-style-type: none"> • Proficient written, numerical, verbal & skills. • Fluency of English language (Oral and Written) with the ability to communicate with multiple stakeholders. • Ability to record, interpret and analyse key process data. • Excellent planning skills with strong attention to detail. • Problem solving and troubleshooting. • Team management experience. • Proficient with MS Office tools. • Good understanding of SAP & Innova • Understanding of lean tools and formal problem solving. • Detailed understanding of the processes in the area of responsibility. 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Desirable • Essential • Desirable • Desirable • Desirable

Qualifications [Accredited]	Essential / Desirable
<ul style="list-style-type: none"> Foundation level Health and Safety, Food Safety and HACCP 	<ul style="list-style-type: none"> Desirable

Ideal Behaviours

- Listens to others and builds trust among team members and colleagues.
- Disciplined with strong planning & organisation capability.
- Determined and diligent, with a keen eye for detail.
- Natural desire to simplify and improve processes.
- Flexible to change
- Seeks to positively influence the delivery of business goals and objectives.
- Facilitates bottom up and top-down communication.

Document Control			
File name	Production Controller Job Description	Revision	V1.0
Written By	David Dunne	Date	07.01.23
Approved By	Scott Turner	Date	20/01/23