

# JOB VACANCY: PRODUCTION MANAGER

We have an exciting new job opportunity for a Production Manager. The role is based on the production/ export site in Liverpool and involves the day to day running of site export activities, processing/ reprocessing equipment and all other supporting operations. The post holder will work collaboratively with the Site Manager, Production Manager (Bankfield), Process Engineer, and other Line Managers, ensuring all site objectives are completed in a timely manner and relevant targets are met. This may involve working beyond normal contracted hours and 'on call' as required to fulfil the needs of the role.

**LOCATION:** Liverpool Docks

**WORKING HOURS:** 43.75 hours per week, 07:45 - 17:00, Monday to Friday.

**CONTRACT TYPE:** Permanent

## KEY RESPONSIBILITIES:

- Overseeing the efficient 'day to day' running of the site, working with Team Leaders/ Supervisors to achieve daily objectives/ targets.
- Ensuring compliance with Quality, Environmental and Health & Safety standards in force at any given time, making sure all workers follow safe working practices.
- Managing the workforce, including their performance, on a day-to-day basis, using all available resources including appraisals and fostering good working relationships with colleagues, interested parties and members of the site management team
- A daily on-site presence will be required. Ensuring staff are fulfilling their duties/ responsibilities and the highest levels of housekeeping, site organisation and operational efficiency are achieved at all times.
- Ensuring the site is correctly resourced through appropriate recruitment and retention of staff, working with the Site Manager to obtain approval for recruitment requisitions.
- Liaising with the Transport Department on a 'day to day' basis to ensure correct movement of materials to fulfil the sites production objectives.
- Full responsibility for production on relevant Static Plant - achievement of KPIs, labour organisation/ planning.
- Overseeing all site operations pertaining to ship loading/ discharging, using the existing skillset/ knowledge within the team to achieve optimum performance.
- Working collaboratively with the site's maintenance team to ensure maximum uptime on all static/ mobile plant via completion of TPMs and PMs, as appropriate.
- Full responsibility for receiving inspection and turnaround of material deliveries on site.
- Full responsibility for 'day to day' fulfilment of the site's HSEQ requirements, including ensuring staff competency/ training, completion of relevant compliance inspections, incident reporting and investigation and correct implementation of company safe working procedures at all times.
- Generate management reports/ attend site meetings to communicate site performance for production, HSEQ, stock management, and any other aspect of site operations, as directed by the Site Manager.

- Support the Site Manager, as directed, to achieve the site's strategic goals, in accordance with broader company strategy.
- Liaise with 3rd parties, including regulatory authorities, customer representatives, as required and/or directed by the Site Manager.
- Contractor management, as required.
- Carry out any additional duties that may be reasonably requested from time to time.
- Comply with Company policies and procedures as defined in the Employee Manual and the post holder's terms of employment.

## PERSON SPECIFICATION

- **Experience:** Ideally from a Scrap Metal background but not a pre-requisite. Experienced and accomplished Production Managers/ Line Managers from the wider Waste and Recycling industry will be considered.
- **Drive Results:** The individual is achievement orientated and has proven experience in achieving results even under tough circumstances, with a proven track record in safely leading operational sites.
- **Action Orientated:** Taking on tasks, new opportunities, and tough challenges with a sense of urgency, high energy, enthusiasm and in a planned and safe manner.
- **Be Resilient:** Rebound from setbacks and adversity when facing difficult situations.
- **Collaborate:** Build partnerships with other departments/ sites and work collaboratively with others to meet shared business goals.
- **Mentor / Coach:** Well developed people management skills and motivated to support the development and performance of others through empowerment and accountability, with a proven ability to lead the professional development of teams and direct reports.
- **Persistence:** Be energised by new, tough assignments and overcome obstacles to achieve stretching work objectives.
- **Focus:** Detect patterns and trends in performance and implement corrective actions when required to achieve desired outcomes.
- **Balanced:** Is able to balance time proportionately between simultaneously maintaining visibility of site operations and managing office-based activities.
- **Composed:** The ability to remain calm when managing abnormal or emergency situations.

## KEY COMPETENCIES

- Excellent people skills and the ability to manage and develop others
- The ability to develop good working relationships with colleagues, customers, and other business contacts
- Professional in all aspects of work including but not limited to relationships with customers and other professionals
- Excellent time management and organisational skills
- The ability to work under pressure using own initiative, managing multiple tasks and meeting deadlines
- Clear effective communicator; in person, in writing and on the telephone

## ESSENTIAL SKILLS

- Proven track record of working in a comparable role
- The ability to deliver verbal and written reports
- Educated to GCSE level or equivalent with good literacy and numeracy
- IT Literate with the ability to use a range of packages applicable to the role
- A commitment to upskill as required to meet the changing needs of the business
- Full, clean driving license

## DESIRABLE SKILLS (training will be provided during the on-boarding process in these areas):

- Knowledge of plant machinery including but not limited to material handlers, wheel loaders and static plant such as metal shredders, shears.
- Knowledge of export operations, preferably scrap metal or similar bulk commodity.
- A working understanding of environmental requirements within the metal recycling industry.
- WAMITAB certification in a range of relevant modular elements.
- Health & Safety and / or First Aid Qualification (IOSH, NEBOSH etc.).
- Relative experience in environmental controls applicable to metal recycling and other associated processes.

## APPLICATIONS:

Please register your interest by emailing Carol Galvin, HR Advisor [recruitment@s-norton.com](mailto:recruitment@s-norton.com)

Alternatively, please post your covering letter and CV to:

Carol Galvin, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

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NO AGENCIES PLEASE.