JOB DESCRIPTION

Job Title:	Production Manager
Department:	Production
Reports to:	Board of Directors

Summary
The production manager is responsible for planning, implementing and managing production schedules to make sure cost, quality and productivity targets are met. Furthermore, the role will implement and track production efficiency initiatives, managing nursery staff and making sure all production activities adhere to health and safety legislation, employment laws and environmental regulations.

Furthermore, the production manager is responsible for training production personnel, reviewing existing production processes, making improvements and coordinating machinery maintenance and equipment upgrades.

Primary responsibilities

- Plan a production schedule for the job
- Implement and control the production schedule
- Review and adjust the schedule where needed
- Determine the human resources required
- Determine the material resources required e.g. choice of compost and fertiliser
- Manage human and material resources to meet production targets
- Make decisions about equipment use, maintenance, modification and procurement
- Work out and implement standard operating procedures for production operations
- Ensure that standard operating procedures are adhered to
- Ensure implementation and adherence to health and safety procedures
- Maintaining quality control by establishing and enforcing Company standards
- Monitor quality standards of products
- Implement and enforce quality control and tracking programs to meet quality objectives
- Analyse production and quality control to detect and correct problems
- Determine and implement improvements to the production process
- Prepare and maintain production reports

- Monitor and review the performance of staff and organise necessary interventions for improvement
- Estimate production costs
- Set production budgets
- Manage production budgets
- Implement cost control programs
- Ensure efficient collaboration and co-ordination between relevant departments including procurement, customer operations, finance and management
- Accomplishing production results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures
- Maintaining staff by motivating and training employees; developing personal growth opportunities
- Ensuring efficient and productive operation of equipment and processes by evaluating new equipment and techniques
- Resolving personnel problems by analysing data; investigating issues; identifying solutions; recommending action
- Maintaining professional and technical knowledge e.g. reviewing legislation, attending educational workshops; reviewing professional publications; benchmarking state-of-the-art practices; participating in professional societies

Additional responsibilities

- Extended overtime when required (including Saturday morning working)

Job competencies

- Trustworthy, responsible, professional and committed
- Strong communication skills with the ability to form and maintain relationships both internally and externally
- Planning and organisational skills
- Able to prioritise and allocate time effectively
- Technical skills
- Team work
- Achieving results
- Problem solving
- Quality improvement
- Highly organised and motivated
- Confidence
- IT skills
- Excellent attention to detail
- Flexible working practice

Minimum knowledge & experience requirements

- Previous horticultural experience
- Knowledge of production management principles and procedures
- Good IT skills

Preferred knowledge & experience requirements

- A strong understanding of hardy ornamental nursery stock production with at least 3 years production experience
- Achieved or working towards a recognised horticultural qualification
- Highly computer literate (we use SAP Business One plus Microsoft Office)
- Thorough knowledge of production management principles and procedures
- Experience with creating relevant systems and procedures