

WE ARE HIRING

// OPERATIONS MANAGER
// NEWTOWNABBAY

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RTU[®]
MORTAR / CONCRETE / PLASTER / SCREED

JOB SPECIFICATION

JOB TITLE

Operations Manager

REPORTING TO

Director/Business Owners

SALARY BAND

Starting salary commensurate with experience and qualification.

LOCATION

This role will be based at Newtownabbey site.

PURPOSE

To plan, direct and coordinate the operations. Be responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies.

THE COMPANY

RTU is a market leading manufacturer of ready-mix concrete, mortar, plaster and screed, with almost three decades of experience in the industry.

As pioneers of ready to use mortar, Ultraflo® hemihydrate liquid floor screed and Exposa® decorative concrete, RTU has gained an enviable reputation for innovation, quality of product and excellent customer service. Our diverse portfolio encompasses many prestigious commercial, industrial, residential and public sector projects.

RESPONSIBILITIES

- Overall responsibility to ensure that RTU are providing and maintaining the highest standards of Health, Safety and Welfare for all employees.
- As part of the management team you will be responsible for contributing towards the achievement of the company's strategic and operational targets and overall business aims.
- Overall responsibility for day-to-day operations incorporating management of the functional areas of production, engineering and logistics through effective management.
- Ensure the fleet of vehicles, plant and other on-site machinery are maintained and an efficient and effective program is in place to identify and prevent significant issues.
- Assume responsibility for the management and supervision of all production, maintenance, and dispatch staff, including the communication of company information, recruitment and selection, training and development, performance appraisal, discipline and grievance in accordance with company policy.
- Ensure effective strategies are in place to minimise non-conformances and complete preventative actions.
- Develop, in conjunction with the Department Management Team, a detailed Business Plan for the Department identifying medium term business objectives, performance targets and budgets. Hold regular meetings with the management team to encourage good working relationships between departments and ensure effective communication of management information.

JOB SPECIFICATION

RESPONSIBILITIES

- Responsible for helping to achieve the company's sales turnover, on time delivery and profit targets by:
 - Ensuring effective manufacture of product range maximising cost efficiencies and achieving and exceeding the company's on time delivery target.
 - Control all associated operational and manufacturing costs according to the prevailing annual budget forecast.
 - Effective communication to all the necessary parties and co-ordinating all relevant inputs (people, plant and processes) to ensure production output and on time delivery targets are achieved.
 - Effective planning, scheduling and reviewing of production and maintenance schedules to ensure production output and on time delivery targets are achieved cost effectively.
 - Ensuring that the operational floor has the necessary manpower, competence, skill, knowledge, plant, maintenance and tooling required in order to achieve production targets.
 - Overall responsibility for achieving high operational standards within production department: Right first time, High Productivity, High efficiency, High effectiveness, Minimise waste / Maximise value added. Ensure non-value added activity is reduced in all manufacturing processes.
- Responsible for assessing and approving suppliers, equipment and third-party providers. Reviewing, recommending and approving contracts and cost estimates within delegated authority.
- Manage the operations department budget including the management and implementation of the capital expenditure spend.
- Seek and implement methods to promote continuous improvement and innovation.
- Ensure the Department has a complete preventative maintenance programme, and ensure that all equipment is maintained in accordance with safe working practices.
- Responsible for legal compliance with relevant authorities for all obligations on site.
- Adhere to the Company's confidentiality rules and procedures at all times.
- Ensure compliance with company policies and the Quality and Health and Safety management system. Promoting and upholding company performance standards (on-time delivery, quality, production, continuous improvement, housekeeping and work ethic). Seek and implement methods to promote continuous improvement and innovation by developing systems.

Job descriptions are not exhaustive and the job holder may be required to undertake to carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibilities of this post, for which the post holder has the necessary experience and/or training.

PERSONAL SPECIFICATION

Applicants, at the closing date for applications, must be able to display and provide evidence of the following qualifications/training, experience, specialist knowledge, skills/abilities and personal qualities outlined below in this personal specification.

CRITERIA	ESSENTIAL	DESIRABLE
Education	<p>Degree educated, in civil, electrical, mechanical engineering or manufacturing related discipline.</p> <p>OR</p> <p>Qualified by experience with 5 years' senior managers experience in a target driven Production/Engineering role within a complex, competitive changing manufacturing facility and Evidence of Continuing Professional Development.</p>	<p>Higher level qualification, or equivalent, in civil, electrical and mechanical engineering or Manufacturing Science Discipline.</p>
Relevant Experience	<p>Proven effective leadership skills. At least 5 years' manufacturing management experience.</p> <p>Experience of implementing and developing Preventative maintenance management system and development of TPM.</p> <p>At least 2 years' experience of managing time, cost and quality in production or engineering capital expenditure projects.</p> <p>Successful management of multi- discipline technical projects with budgets.</p> <p>Demonstrable record of leadership achievement in a Manufacturing Production or Engineering Manager position, manufacturing a wide product portfolio.</p> <p>Demonstrated experience of setting and delivering a Production or Engineering strategy.</p> <p>Commercially astute with proven ability to identify potential business development opportunities.</p> <p>Proven ability to communicate and present solutions at board level.</p>	<p>More than 2 years' Manufacturing Project Management experience.</p> <p>More than 2 years' experience of managing time, cost and quality in production or engineering projects.</p>

PERSONAL SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Skills and Competencies	Good people person.	
	Excellent analytical and decision-making skills.	
	Optimise strategic relationship and networks.	
	Strong communication and negotiating skills.	
	Business acumen and commercial awareness.	
	Ability to lead staff and ensure the department and company objectives and, staff KPI's are met.	
	Effective change management skills. Proactive & innovative approach to problem solving.	
	Accuracy, and the ability to plan, organize and work to tight deadlines, in a fast-paced challenging environment.	
	Customer focus.	
	A flexible team player with the ability to work pro-actively.	
A self-starter with a positive, enthusiastic 'can do' attitude delivering results.		
Highly proficient in the use of Microsoft Word, Excel, PowerPoint and Outlook.		
Circumstance	Able to work flexible hours and to travel as required ensuring business needs are met.	HGV License
	Possess a full current driving license.	

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LIKE
YOU?**

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