



Advanex Europe Ltd

Roles & Responsibilities

Job Title	Head of Department	Last updated	1st April 2016
Department	Production	Reporting to	Operations Manager
Location	AEU	Hours	39 hours week, Monday to Friday

Main Purpose of Job

The position exists to manage and coordinate department personnel and activities for the production of product, ensuring all production is carried out timely in line with production schedules, within quality parameters and in compliance with company procedures. Fulfilling an essential role taking Advanex to be **No.1 in the World at what we do!**

Main Duties and Responsibilities

To be carried out in accordance with Quality Management System, Work Instructions, Good Manufacturing Practices (GMP), departmental and company procedures including but not limited to:

- Planning of human and material resources to meet existing and future production requirements
 - Maintain and reviewing current work practices to identify areas in which quality or productivity could be improved.
 - Assist with estimation of costs and ensuring that production is cost effective with recommendations for improvement.
 - Provide training, review and mentoring to new and existing personnel, identifying training and development opportunities for team members, including assisting with relevant roles & responsibilities, regular one-to-one's, review & maintain training records & skills matrix.
 - Assist HR in management of departmental personnel requirements including timekeeping, holidays, absence management & disciplinary.
 - Management and motivation of team members in line with company procedures, culture, goals and core values.
 - Assist with the planning and development of new machinery and products
 - Attend and present at meetings as necessary to perform duties and aid business development.
 - Attend training to develop relevant knowledge, techniques and skills.
 - Promote the company in a positive light at all times especially during contact with outside agencies
 - Perform any other duties as reasonably required by your Manager or a Director.
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Communication, Attributes and Relationships

- Communicate and liaise with your deputies to ensure production and quality are maintained during times of absence and provide training to ensure the nominated deputy is able to perform the basic functions of your role to provide adequate cover.



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- Promote and maintain within your team an efficient and helpful working environment
- Promote, maintain and develop good working relationships within your team
- Promote, maintain and develop good working relationships between your team and other department at all levels within the organisation.
- Promote behaviour and practices within your team to help develop and maintain an innovative environment and culture.
- Promote behaviour, attitude and ethics in line with the Advanex Group Core Values and Advanex Ethics and Compliance Policy
- To promote and maintain the company policy of anti-discriminatory practice of equality and diversity throughout the company.
- Always promoting behaviour in ourselves and others that will take us towards being **No.1 in the World at what we do!**

Internal Liaison

Production Control
Other Heads of Department
Quality Assurance
Technical Sales
HR

External Liaison

Customers
Potential customers
Suppliers as per Approved Supplier List
Industry Groups

- ✓be honest and trustworthy ✓be respectful ✓possess cultural awareness and sensitivity
✓be flexible ✓demonstrate sound work ethics ✓use our Group Core Values
✓BE BRILLIANT!

Health & Safety – General

In addition to general health & safety requirements you have a responsibility to ensure that all health & safety procedures and standard operating procedures are being followed within your department; risk assessments are carried out as required and make recommendations for improvement of standards and procedures. You will promote good health and safety practices and awareness in your department to promote a positive safe conscious culture.

- In accordance with the management of Health and Safety at Work Regulations 1992 and other relevant Health and Safety legislation, you have a duty to take responsible care to yourself and to others who may be affected by your work activities.
- Shall use correctly all work items provided in accordance with training and instructions received.
- Shall co-operate with others to enable compliance with statutory duties for Health and Safety.
- Assist in maintaining a safe working environment for self, colleagues and others by ensuring all areas are free from hazardous obstructions.
- To ensure that any work situation which may present a serious and imminent danger is reported immediately to a manager/health and safety representative.
- To either correct or notify management of any unsafe working practices and of any person behaving in an unsafe manner.
- To be aware of any responsibilities as laid down in company Health and Safety Policy.



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Quality – General

In addition to the general quality requirements you have a responsibility to ensure all department members are aware of their requirements under the Quality Management System, Work Instructions, Good Manufacturing Practices (GMP) and departmental and company procedures are being followed within your department. You will promote a positive quality culture within your department and make recommendations for improvement of standards and procedures

- Strive to maintain quality in line with the Company Quality Management Systems and procedures
- Alert Directors and other senior managers to any issues of quality and risk
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve performance
- Effectively manage own time, workload and resources

Environment – General

In addition to general environmental requirements you have a responsibility to ensure that all environmental procedures and standard operating procedures are being followed within your department and promote good general environmental practices and awareness.

- Be aware of your responsibilities in line with Company Environmental Management Systems and procedures
- Always try to save resources, energy and power consumption
- Minimise waste by promoting the 3R principles REDUCE REUSE RECYCLE
- Alert your line manager or other senior manager to any actions by yourself or others that may have a negative effect on the environment

Job descriptions are not designed to be all-inclusive, but to provide a clear description of the role as far as practicable. It will be reasonable, accurate and understandable in specification of duties. The nature of our company demands a flexible approach in order to provide the best possible service for customers and ensure continuous improvement to meet business demands and the future success of our company.

Be Unique

We don't mimic others. Uniqueness is the value of our existence

Embrace & Create Change

Think it through, build up your courage and make your case to initiate change. If there is no precedent, make it.

KISS Keep is Simple and Speedy

Let's simplify and speed up. Avoid bureaucracy. Be Lean.

Act with your own initiative

Create your own energy to keep moving forward

Focus on your own responsibility

Define your own work & perform it as you should and beyond. Provide Satisfaction Plus. Focus on you, do not get lost in what others are not doing.

Put your heart into it

Passion should mark everything we do.

Enjoy your work!

Let's eliminate bureaucracy that disrupts our enjoyable work environment. Happy workplace.

