



Advanex Europe Ltd

Job Roles & Responsibilities

Job Title	Production Controller	Issued	1st September 2015
Department	Production	Reporting to	Operations Manager
Location	Southwell Site	Hours	39 hours week, Monday to Friday

Main Purpose of Job

To plan and carry out production planning, packing and stores activities to meet customer requirements in accordance with agreed business plans. 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 departmental and company procedures including but not limited to:

- Plans and prepares production schedules for manufacture of products including preparation of master schedule to establish sequence and lead time of each operation to meet shipping dates according to sales forecasts and customer orders.
- Provides management and leadership for other Production Control personnel, Stores and Packing departments.
- Liaise with Sales and Production and departments to ensure production, packing and stores activities remain in line with customer and business requirements.
- Manage and coordinated production material stock requirements including: raise necessary purchase orders; arrange timely delivery of material to maintain department supplies and communicate any anticipated problems in a timely manner to necessary departments and personnel.
- Manage and coordinate stock takes in line with company requirements and as agreed with accounts.
- Analyses production specifications and plant capacity data and performs calculations to determine manufacturing processes, tools, and human resource requirements and prepare production reports from information, working closely with Operations Manager and Engineering Director.
- Plans and schedules workflow for each department and operation according to previously established manufacturing sequences and lead times.
- Plans sequence of manufacturing, packing and warehouse operations for guidance of team members.
- Initiates replacement orders for lost, scrapped, damaged parts.
- Communicate with Heads of Department and leaders to determine status of assigned projects.
- Expedites operations that delay schedules and alters schedules to meet unforeseen conditions.
- Deputise for other department members as required
- Provide timely and sufficient information and instruction to deputies to ensure production and quality can be maintained during absence
- Suggest and assist with the process improvement initiatives for the department and company.
- Perform any other duties as reasonably required by your Manager or a Director.

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.
- Promote and maintain within your team good working relationships with an efficient and helpful working environment
- 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.
- Maintain and reviewing current work practices to identify areas in which quality or productivity could be improved.
- Attend, present and provide a positive contribution at meetings as necessary to perform duties and aid business development.
- Communicate departments with any item that could affect lead times and other commercial factors.
- Communicate and liaise with Quality, Sales, Accounts and other departments to meet manufacturing objectives
- Strive to be efficient and helpful with internal and external contacts
- Always promoting behaviour in ourselves and others that will take us towards being **No.1 in the World at what we do!**

Internal Liaison

Operations Manager
Quality Assurance
Sales
Accounts
Production Departments
Technical/Engineering

External Liaison

Suppliers
Customers
Sub Contractors

✓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 area 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.

- To assist the Company in promoting a positive and proactive Health and Safety 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 and promote the same behaviour with all members in your team.
- Shall ensure that you and all members in your team 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 dealt with appropriately and reported as relevant.
- To either correct or notify other department managers 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 and relevant risk assessments.

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

- All duties will be carried out in line with the Company Procedures for Planning, Production and Manufacturing.
- Strive to maintain quality in line with the Company 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.

- Ensure that production and manufacturing schedules are made in line with Company Energy targets.
- 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. 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. Roles and responsibilities can be changed in line with the changing demands of the business.

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.

