

STAGE ONE

SENIOR PRODUCTION MANAGER



STAGE ONE

**You may not have heard of Stage One, but we can guarantee you will have seen our work.**

From the set of the TV show The Voice, to the Mercury Music Prize stage and even the 2012 Olympic Cauldron we produce work that is seen all over the world.

**We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.**

We are a multi-disciplined manufacturing facility spread over 12,000Sqm of estate with four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

**The Senior Production Manager is responsible for all aspects of production activity within Stage One workshops, ensuring that manufacturing processes run reliably and efficiently to meet project requirements.**

## DETAILS OF THE ROLE

<b>SALARY</b>	Dependent on experience
<b>HOURS OF WORK</b>	Monday- Friday, 07.30 – 16.00 with overtime and weekends as required
<b>LOCATION</b>	Based at Tockwith, near York

## ABOUT THE ROLE

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The Senior Production Manager is responsible for managing the production teams, materials, and production facilities to high efficiency levels within the framework of all Company policies.

### Key Responsibilities:

- Working with the Managing Director, overseeing the production planning process for production departments
- Material demand planning and stock control
- Sourcing suppliers, subcontractors and products as required
- Lead capacity planning activities ensuring delivery against operational requirements, optimising manufacturing efficiency and cost
- Prioritise projects based on deadlines, changing priorities as necessary
- Communicate project progress with key stakeholders highlighting any issues that may arise
- Lead and organise production meetings, chasing project details and communicating issues and progress status

## ABOUT THE ROLE

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### Key Responsibilities:

- General people management of production supervisors
- Issuing and checking drawings as required, ensuring processes are followed and key information is signed off by relevant stakeholders
- Coordinate with the Design Team to ensure that key workshop personnel have the necessary input into design and specification
- Ensure that all Company and Statutory systems and procedures are followed with regards to the QMS
- Develop quality assurance processes within production
- Management and preparation of space ready for production and test builds
- Ensuring that all Company and Statutory systems and procedures are followed with regards to H&S
- Ensuring RAMS are obtained, reviewed and filed

## PERSON SPECIFICATION

### **QUALIFICATIONS**

ESSENTIAL – A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience.

### **KNOWLEDGE**

ESSENTIAL- Knowledge of H&S and correct use of PPE

DESIRABLE- Knowledge of materials / woods / grades of steel

DESIRABLE- Knowledge of construction methods in a broad range of sectors

DESIRABLE- Working knowledge of wood / metal / CNC machinery / equipment

### **PERSONAL ATTRIBUTES**

ESSENTIAL- Positive attitude to work

ESSENTIAL- Highly organised and able to work flexibly under pressure and to tight deadlines

ESSENTIAL- Drive, enthusiasm and commitment

ESSENTIAL- Flexible approach to working hours to meet the needs of the business, particularly during busy periods of the year

ESSENTIAL- Willingness to undertake relevant training as appropriate

## **SKILLS, EXPERIENCE, ABILITIES & COMPETENCIES**

ESSENTIAL- Ability to lead a team, problem solve and deal with pressure

ESSENTIAL- Ability to communicate effectively with a wide range of people

ESSENTIAL- Experience of supervising / managing production departments

ESSENTIAL- Experience of working to varying production deadlines and changing specifications

ESSENTIAL- Experience of planning within a workshop environment

DESIRABLE- IOSH Managing Safely training

DESIRABLE- Experience in a multi-disciplined workshop environment



STAGE ONE

**INTERESTED?**

**IF YOU WOULD LIKE TO APPLY,  
PLEASE SEND YOUR CV AND  
COVERING LETTER TO  
RECRUITMENT@STAGEONE.CO.UK**