



Production Manager.

Salary £45- 50K commensurate with experience.

Factory Settings Ltd is a leading supplier of specialist design interpretation, fabrication and fit-out, primarily serving clients in the arts and heritage sectors. Our clients include The British Museum, Victoria and Albert Museum, The Science Museum, and the Design Museum, to name a few. We are advertising for a new role, Production Manager, to join our fabrication team.

The Production Manager is responsible for ensuring all fabrication processes in the Workshop are adhered to; all staff have had full project and task briefings in order to highlight build methods, deadlines and build standards. Working under the Head of Production, you will ensure build programmes are planned, managed and achieved.

The successful candidate will demonstrate the following:

- Strong fabrication background with scenic fabrication desirable
- Background in Quality management systems and attention to detail.
- Ability to oversee and enforce Health and Safety regulations.
- Ability to motivate, develop and manage the team, ensuring that they are aware of and meet set deadlines.
- Capacity and desire to work in a collaborative team.
- Competent computer skills. Factory Settings use online reporting and scheduling systems.

Desirably candidates will hold the following qualifications although training may be given

- NEBOSH
- CDM
- 5S Training
- First Aid

You will be based primarily in the workshop, Leyton E10. Normal workshop hours are 08:00-17:00 Monday-Friday. Due to the nature of the role, flexibility is required in working evenings and weekends, although it is expected that such work would be minimised in planning, organisation and pro-activity.

In return, we offer a competitive salary in a unique, thriving business with opportunity for professional development.



Deadline for submitting applications is the 21st August 2022.

We regret we are unable to respond to every applicant and would advise that if there has been no communication from us by the 31st August, your application has not been progressed further on this occasion

Interviews will take place sometime around the beginning of September

To help increase cultural diversity in the arts, we particularly encourage applications from groups who are currently under represented in the sector.

### Job Description

Job Title: Production Manager

Department: Production

Reporting directly to: Head of Production

Direct Reports: Carpenters, Jnr carpenters

Financial Authority: N/A

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### Job Summary

Working in the Production Team, the Production Manager is responsible for ensuring all fabrication processes in the Workshop are adhered to; all staff have had full project and task briefings in order to highlight build methods, deadlines and build standards. Liaising closely with the Production team to ensure build programmes are planned, managed and achieved. To ensure and maintain a strong Health and Safety culture. To be aware of departmental and project budgets, controlling costs as necessary.

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### Job Content

1. To manage the fabrication processes through the workshop - ensuring all staff have had full project and task briefings, to highlight build methods, deadlines and build standards.
2. To manage sign off, completion and storage of finished deliverable items.
3. To plan all upcoming build tasks, ensuring all space and material requirements are in flow.



4. To aid in the method of construction - helping make decisions on how a deliverable item is fabricated and therefore have a greater responsibility for the quality and cost effectiveness of said deliverable item. To adhere to all applicable ISO Standards.
5. To ensure that drawings are managed and ready for production. To ensure drawings are easily decipherable by fabricators and giving feedback on any issues. Maintaining flow and schedule through the workshop.
6. To liaise with Head of Site and Head of Production to ensure clear communication is maintained across all stages of a project, ensuring works are completed within set timescales and delivery dates are met.
6. To keep drawings in a tidy, organised and accessible manner and organised due to schedule. To make sure drawings are quality signed and archived correctly for the period of the project.
7. To liaise with other production departmental management to ensure projects move smoothly through to the deadline. This consists of weekly meetings and reports to help understand where each department needs to be to successfully hit targets, discuss how changes to scheduling will affect work, giving and receiving the correct information to allow an item to be efficiently fed through the workshop and to site.
8. To coordinate the Production team with the Head of Production. Taking lead in scheduling internal meetings etc, or deputising for Head of Production at client meetings. Incorporating needs of the entire department to maintain clear programmes and hit deadlines.
9. To manage Fabrication Crew on projects; to move key crew according to skill and competency levels, requesting extra crew when needed, following the build and WS schedules. To undertake weekly 121's with Fabrication Crew; provide feedback to Head of Production, contributing to their annual Appraisals; to assist head of Production in ensuring Fabrication Crew training and development.
10. To ensure all tasks relating to Health and Safety and Fire Regulations are adhered to. Fire exits clear and unblocked, dust cleared, etc.
11. To ensure that all duties are carried out in line with the Company's Quality and Environmental Management Systems and other Company Requirements.
12. To undertake any other reasonable task requested.