

Role Profile

Job Title: Substrate Production Manager
Department: Monaghan Operations
Reports To: Ronnie Wilson
Ref: Ref-261, V1 – 09 Feb 2023 #IJC

Role Overview

Monaghan are establishing a novel substrate pilot plant at its site in Monaghan which will be a key element in its sustainability strategy. We are seeking an experienced Production Manager, ideally with a background in the Agri-food industry or relevant industry (e.g. large scale farming) to run this operation. This role is suited to someone who thrives in a fast paced and evolving environment, who is “hands on” whilst retaining the big picture. The successful candidate will have an enthusiastic approach to growing the business and scaling up production.

The role will require a close working relationship with the full Monaghan Supply Chain, Capital Projects and the MBio Innovation Team. The Substrate Production Manager will report to Ronnie Wilson – founder of the Monaghan Group.

Main Duties

- The substrate facility will be operational 7 days per week with certain processes running on a 24 hour continuous basis
- The facility will require progressive scale jumps which will require close planning and management to service increasing customer demand
- Weekly and monthly production forecasting
- Organise, manage and develop the team to ensure product is produced as efficiently as possible and that all orders are prepared in time for despatch
- Lead from the front, always setting the best example for employees regarding the following of company policies
- Liaise regularly with the Monaghan Supply Chain on production, supply, and quality issues
- Full responsibility for the quality, control and management of produced substrate
- Ensuring 24 hour monitoring (through systems and on-call procedures)
- Set and agree annual budgets and recommend areas for cost control, investment and improvement
- Responsible for long term planning, ensuring the appropriate strategies are in place to achieve consistency, improvement and reliability
- Ensure the site is compliant with requirements from Quality, Health & Safety
- Environmental, Regulatory, Food Safety & customer standards and are audit ready to support same
- Implement the company’s Health and Safety Policy to ensure a safe working environment for all employees
- Drive all KPI’s on the Sites covering Stock levels, Productivity, Quality, Labour, HR, H&S
- Minimise downtime by ensuring Preventative Maintenance schedules are strictly adhered to
- Ensuring strong relations with the local authority and the general community
- Other duties as assigned

This is not an exhaustive list and is subject to change and amendment

Competencies to perform the role

- **Builds and Motivates Teams** - Establishes an environment that values and rewards team effort
- **Manages Performance** - Defines operational goals and ensures accountability
- **Develops People** - Drives capability development in line with future needs
- **Leads Change** – improves the way that jobs are carried out on a daily basis; challenges the current perspective to drive continuous improvement and maintains resilience in a changing environment
- **Solves Problems** – Considers the whole problem/process when diagnosing problems; thinks on feet when required; solves the root problem; reviews and resolves escalated problems
- **Communication** - Builds a culture of two way communication flow; uses communication to create energy and enthusiasm in the business
- **Acts Commercially** – Understands the impact of area on Profit and Loss

Experience and Qualifications

- 2 years plus running an operational facility
- General Agricultural background (preferred)

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

Employee Signature _____ Date _____