

## Role Profile

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**Job Title:** Production Manager  
**Department:** Compost Manufacturing  
**Reports To:** Site Manager  
**Ref:** Ref-271, V1 – 14 June 2023  
**SOC:** 1121

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### Role Overview

Under the direction of the Site Manager the Production Manager will be one of the team who plans, organises, directs and coordinates the activities and resources necessary for production in the manufacturing of mushroom compost.

The Production Manager will be responsible for a workforce of c20 people and production of 1100T Phase 3 compost weekly.

### Main Duties

- Liaise with other managers to plan overall production activity and daily manufacturing activity, sets quality standards and estimates timescales and costs
- Manages production (Phase 1 and Phase 2 & 3) to ensure that orders are completed to an agreed date and confirm to customer and other requirements
- Monitors production and production costs and undertakes the preparation of reports and records
- Leads and direct the work of all employees on site and ensure targets are met
- Oversee all aspects of company policy, production methodology and site initiatives
- Continuously improve the process / standards of the site and implement changes as required
- Overall responsibility for facilities and equipment
- Must engender team work across site and drive performance in all areas
- Working with the Site Manager you will be responsible for managing the performance of employee in terms of recruitment needs, training, budgets and Health & Safety
- The role involves working weekends on a rota covering a 7 day working operation, and being on call on a rota covering the technical processes 24/7
- Approve employee working hours for payroll on a weekly basis
- Completion of all necessary paperwork relating to the Management role
- Effective communication with colleagues both on site, suppliers and customers

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

### Competencies to perform the role

- Plans for Success – Develops project plans required to implement projects and programmes of work; defines risks and benefits of work and pro-actively manages
- Solves Problems – Recognises and balances the different interests of stakeholders when making decisions
- Acts Commercially – Creates a business case for business projects when required

- Builds Teams – Works collaboratively and encourages cross disciplinary working between teams
- Customer Focus – Proactively seeks customer feedback and acts upon it
- Leads Change – Challenges the current perspective to drive continuous improvement
- Leads Authentically – Challenges processes which are ineffective providing direct and timely feedback; finds the right balance between frankness and respect; always delivers on work promises and deadlines
- Communicates Effectively – uses communication skills to influence colleagues and senior managers; switches easily from high level to detailed information as needed; reads and adapts to visual cues in a high pressured environment

#### **Experience and Qualifications**

- A Degree in a related discipline is desirable, however candidates who demonstrate 2 years relevant experience will be considered
- Proven track record in either composting or people management, ideally will have element of both, or demonstrate ability to develop both
- Experience in fresh produce food production/agricultural/horticultural
- Excellent organisational skills and attention to detail
- Demonstrated ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures
- Ability to address immediate problems, create instant, relevant decisions to ensure continuous customer satisfaction
- Ability to remain calm under pressure
- Ability to understand budgets, management accounts and product costings

#### **Other significant role requirements**

- Driving licence
- Valid Passport (no travel restrictions)

#### **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