



JOB DESCRIPTION

Job Title:	Reports to:	Salary Grade:
Block Manager	Production Manager	Salaried

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To plan, manage and prioritise the day to day activities of the team in line with the requirements of the Production Manager. Take responsibility managing contractors and achieving the budgeted Labour/Waste costs for the Block. Maintain and budget costs and labour time to each activity. Keep the Block maintained to an acceptable level at all times. Take full ownership of the production department and team, and lead them to achieve their objectives in a prompt and efficient manner on both a day to day basis and by forward planning. Monitor and support the Production team (full time and contract) during daily activities. Appraise staff annually and review progress at regular intervals in between. Deal with disciplinary issues when required. Organise training and maintain motivation and control.

SCOPE:

Proactively take the necessary action to achieve the strategic long-term and short-term aims of the business. Communicate in a positive/constructive manner at all levels and be willing to share their knowledge and help others wherever possible. As part of the Management team, it will be necessary to contribute to and understand the vision of the future of the Company and to drive the process of development and growth.

KEY DUTIES AND RESPONSIBILITIES:

- Liaise with Production manager.
- Comply with all instruction issued by the Production Manager in a prompt and efficient manner.
- Be knowledgeable in production processes and be prepared to obtain sound knowledge of all appropriate growing processes
- Organise, train and monitor Total Productive Maintenance/ Lean Production System activities on current and new equipment processes.
- Give regular constructive feedback to all members of the team regarding any successes achieved or areas for improvement required in weekly team briefings.
- Monitor the use of the Blocks quality log and use to proactively look for ways to improve efficiencies and quality.
- Actively look and encourage the team to look for new ways to reduce Muda (waste) and improve energy/process efficiencies.
- Create a good communication link with the Sales Team about the availability and sales figures for the Block.
- Monitor and respond to suggestion scheme ideas in close communication with the Block team.
- Ensure the maintaining of Personal Development Folders for each member of the Team.
- Develop a culture within the team of customer awareness and quality standards.
- Ensure standardisation across the whole nursery in close coordination with other Block/Area managers.
- Work with Team Leaders to enable them to organise work and delegate routine tasks.
- Train Team Leaders to be able to cover the Block Managers role in times of absence/holiday. Ensure cross training is continuously happening within the block.
- Create and monitor K.P.I's to ensure there is visibility of all production activities and success criteria.
- Join the duty management weekend rota.
- Ensure compliance with Health and safety legislation and company procedures at all times.