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**Championing Ability.**

**Title:** Head of Manufacturing & Recycling

**Location:** USEL (Ulster Supported Employment Ltd)  
182-188 Cambrai Street, Belfast BT13 3JH

**Responsible to:** CEO

**Responsible for:** Manufacturing, Recycling and Business Development

**Remuneration:** £39,518 - £44,440

The Head of Manufacturing & Recycling position oversees management of all areas of manufacturing and the circular economy to produce products and direct activities so that approved products are manufactured on schedule and within quality standards and cost objectives.

**Objectives:**

1. The effective and efficient management of the manufacturing and circular economy division and business development company wide
2. To contribute to the strategic plan and operational development of the company as part of the Senior Management Team
3. To contribute to the continued development of the business, including policy and practice in the areas of management, financial planning and control, quality assurance, health & safety, equality and external relationships

**Main Duties and Responsibilities:**

Strategic Function

- To contribute to the development and implementation of the Strategic plan, corporate decision making, business development and the achievement of company aims and objectives. Ensuring the business operates within the company's mission statement
- To actively contribute to and participate in ideas generation, problem solving and quality and service continuous improvement activities
- To develop strong strategic links with local government partners, charitable and voluntary organisations, local industry and educational establishments to promote the company products and services
- To represent and promote the interests of the company at appropriate local, national and international levels

## Operational Management

- Develop the manufacturing and circular economy plan and establish procedures for maintaining high standards of manufacturing and recycling operations to ensure that products and services conform to established customer and company quality standards.
- Formulates and recommends manufacturing and circular economy policies and programs that guide the organization in maintaining and improving its competitive position and the profitability of the operation.
- Achieves optimum employee levels with least amount of overhead and raw material costs to meet annual budgetary plan.
- Identifies, recommends and implements changes to improve productivity and reduce cost and scrap, monitor scrap and rework data. Directs the establishment, implementation and maintenance of production standards.
- Directs and coordinates various programs essential to manufacturing and circular economy procedures (e.g., training, safety, housekeeping, cost reduction, worker involvement, security, etc.).
- Initiates and coordinates major projects (e.g., plant layout changes, installation of capital equipment, major repairs, etc.).
- Researching new technologies and alternative methods of efficiency.
- Perform miscellaneous duties and projects as assigned and required.

## Governance & Financial Management

- Ensuring financial targets and other agreed targets are met in all departments
- To oversee the physical and financial resources of the company to ensure maximum utilisation, efficiency, effectiveness and quality of service
- To ensure that financial procedures and controls are effective, understood and are implemented across the company
- To ensure that the company complies with all governance requirements relating to equality and Section 75 duties
- To ensure all manufacturing and circular economy policies and procedures are based on best practice and are compliant with current legislation and are implemented by staff
- To ensure that the quality management systems are maintained and improved

## People Management

- To provide effective, supportive and motivational leadership to staff to ensure they are developed to their maximum potential through performance management processes and established Key Performance Indicators
- Directs and monitors department managers to accomplish goals of the manufacturing and circular economy plan, consistent with established manufacturing, circular economy and safety procedures. Acts as liaison between department management/subordinate levels, as well as

executive/department manager levels to inform personnel of communications, decisions, policies and all matters that affect their performance, attitudes and results.

- To develop a working environment that promotes the health, safety and wellbeing of all employees through the implementation of H&S and H&W initiatives
- Recruits, trains, develops and evaluates staff. Takes corrective action as necessary on a timely basis and in accordance with company policy. Ensures compliance with local and national regulations, as appropriate

## Person Specification

Criteria	Essential	Desirable
Qualifications/ Attainments	Proven experience of multi-functional operational management within manufacturing and/or recycling operation	Experience in bed manufacturing / recycling / industrial sewing
Relevant Knowledge & Experience	<ul style="list-style-type: none"> <li>• At least 3 years, gained in the last 5 years, in a middle/senior management role. Must be able to demonstrate experience in three of the following areas:               <ul style="list-style-type: none"> <li>- managing an operational team</li> <li>- development of a strategic plan</li> <li>- budget setting and delivery (budget should be in excess of £500k)</li> <li>- policy development</li> </ul> </li> <li>• Demonstrable knowledge/experience in at least two of the following areas: Manufacturing, Circular Economy, Business Development</li> <li>• Experience working within ISO 9001 quality management environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of evaluating work stream profitability or business case evaluation</li> <li>• Re-manufacturing</li> <li>• Experience working within ISO 9001, 14001 and 18001 quality management environment</li> <li>• Understanding of public sector governance framework</li> </ul>
Skills and Competencies	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, both oral and written, including strong presentation skills</li> <li>• Proven people management skills which are demonstrable through experience of managing, directing and guiding the performance of others</li> <li>• Proven strong analytical and problem solving abilities</li> <li>• Demonstrable commercial awareness/business acumen</li> <li>• Proven effective organisational and time management abilities</li> <li>• Excellent ICT skills</li> <li>• Results-focused with ability to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Six Sigma or lean manufacturing</li> <li>• Managing staff in a supported environment</li> </ul>
Circumstances	<ul style="list-style-type: none"> <li>• Flexible approach to ensure business needs are met</li> <li>• Access to a car or be able to meet the mobility requirements of the post</li> </ul>	