



Job Description

GLASSHOUSE (ASSISTANT) PRODUCTION MANAGER

Reporting to:	General Manager
Member of:	Glasshouse Team
Hours:	Full-Time (40 hours) plus duty weekend rota
Salary:	Highly competitive rate (dependent on experience)
Location of the role:	Tangmere, near Chichester

The Company:

Tangmere Airfield Nurseries Ltd is a leading grower and direct supplier to the major UK supermarkets, based near the market town of Chichester in West Sussex, with further large areas of glass in Spain.

Purpose of the Role:

The (Assistant) Production Manager is responsible for the overall day-to-day operation of the production activities within their Glasshouse Phase, along with effective planning to ensure that suitable resource is available and utilised to enable the production needs.

They will manage the operation through effective daily and weekly planning, and empowerment of Supervisors, Team Leaders, and Operatives, both seasonal and agency, whilst promoting a positive and ethical culture of empowerment, with Health, Safety, and Wellbeing as central pillars of the operation.

They will also be a presence across the nursery to continually bolster the relationship and communication channels across the nursery. This would include but is not limited to crop walks, stock meetings, liaison, and working with the dispatch teams. There is also a requirement to work within and occasionally lead projects and working groups with stakeholders from across the business, which will benefit the group in terms of safety, quality of product, efficiency, and cost saving.

You will be required to perform all the allocated tasks contributing to the production of the crop to the required standard.

Whilst in the employment of the company you must at all times act wholeheartedly in the best interests of the company and use all your working hours as efficiently as possible.



Key Tasks of an (Assistant) Production Manager:

- Ensure safe, efficient, and effective operations of the Glasshouse Phase
- To continuously evaluate all practices, processes, and procedures within and affecting the finishing centre for suitability, efficiency, and effectiveness.
- To lead training and development of key skills for Supervisors, Team Leaders, and Operatives in the Glasshouse Phase, and identify any wider Learning and Development needs and raise them to the General Manager
- To maintain a working environment where teamwork, good staff morale and motivation are set against a background of respect, courtesy, and continuous improvement.
- To obtain the best value in all services, supplies and operations within the business.
- Ensure clear communications are happening between all team members and that all are working toward the same goal and targets.
- Ensure that a positive attitude to the Company and its goals are maintained, ensuring that all issues are dealt with appropriately and in a timely manner.
- Performance management of the Supervisors and their teams
- Accountable for ensuring that operational staff 121's, appraisals and development are carried out in line with company policy.
- To be fully conversant with and aware of the company Health and Safety Policy, and responsible for ensuring that all staff on-site work within it and to advise the General Manager of any breaches or safety issues that come to light.
- Responsible for the support, training and mentoring of members of staff so that they are able to be fully effective, and efficient in their roles, familiar with the systems and equipment and able to provide absence cover when required.
- Participate in the training of other staff as and when required and participate in any training the company may require you to do in your role.
- Participate and prepare for all agreed company meetings.
- Maintain and manage data to ensure the most accurate, relevant, up-to-date information is available to achieve the business targets and objectives.
- Work constructively, efficiently, and effectively with the General Manager, Leadership Team, and colleagues, to achieve the company's goals and requirements.
- Use the company Time and Attendance, and HR System

Personal Attributes:

- The successful applicant will be an experienced Production Manager or Assistant Production Manager
- Excellent communication and interpersonal skills
- Have excellent people skills who naturally and actively want to promote a great working culture.
- IT skills including MS Office
- Ability to work to tight deadlines and prioritise workload.

To Apply & More Information: Please email Melanie: peoplemgt@tangmere.co.uk