



Job Description

Job Details	
Job Title:	Assistant Production Manager
Business Unit:	NHFM
Department/Ward:	Northumbria Healthcare Manufacturing and Innovation Hub
Location:	Seaton Delaval
Pay Band:	Band 4
CAJE No:	NFM0080
Main Purpose of the Job	
<ul style="list-style-type: none">• Control and influence the production flow of textile garment production whilst ensuring quantitative and qualitative production.• Make direct and indirect decisions which will influence the integrity, production and flow of the PPE production line.• Ensure that the business goals are met in the required time scales, effectively and efficiently.• Resources and personnel management is key and must fall in line with the NHFML/NHS policies and procedures. Multi-tasking, organizational and leadership skills are key.• Support development of continuous improvement within production planning, in keeping with the business strategic plan, to deliver real cost reductions to the specified products.• Report production information to aid decision making supporting the Production Manager with ensuring that the business needs are met.• To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the trust. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries.	



Dimensions
<ul style="list-style-type: none">• Applicant must have experience within the textile industry and can demonstrate knowledge and skills in a production flow control environment. They must be able to work both independently and within a production team.• Must be competent in collating, counting, auditing and record keeping whilst demonstrating the ability to prioritise in a fast-moving industry identifying opportunities for continues improvement.• To control the day-to-day operation in the clean room and/or production hall in terms of the data management/ supervision.• Have significant experience in cutting patterns and industry sewing.• To understand, apply and continuously improve Standard Minute Value.• To work closely with the Production Manager to improve the business service.• Collects, records and reports data from the production line to evaluate efficiency in business output and advising where process production and flow can be improved.• Keep accurate records as required (such as, stock, performance data).• Manage and use standard minute values and other relevant performance metrics to improve efficiency
Organisation Chart
<p>Material Requirement Planner</p> <p>Production Manager</p> <p>Assistant Production Manager (This Post)</p> <p>Gatekeeper</p>

1. Communications and Relationships <ul style="list-style-type: none"> • To establish and maintain an efficient network of communication with staff and other services, which incorporates a timely dissemination of information, in order to promote effective working across the production line and with other interested parties. • Reporting to the Production Manager to assist in the creation, maintenance and development of production quality standards. • Communicates and controls multiple production line flows from raw material, pattern cutting, machinist production, quality assurance and warehouse. • Leading the production line with well-developed communication skills, including tact, persuasion and motivation, in order to improve productivity output. • Regular dealings with internal audit during routine audit work, • To be prepared to attend meetings on behalf of the Production Manager, cascading relevant information appropriate to relevant departments • Must be able to demonstrate the English language proficiency level required for this post
2. Knowledge, Skills, Training and Experience <p>The post holder will be required to have the following essential and desirable experience:</p> <p>Essential</p> <ul style="list-style-type: none"> • NVQ Level 3 or equivalent experience/knowledge • Range of work procedures and practices, majority non-routine; intermediate level • Theoretical knowledge • Must be competent auditing, material collation and record keeping within the textile industry. • Good IT skills with a willingness to learn and develop further. • To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development • To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients • To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients • Accountability for the leadership of post holders staff / teams / departments <p>Desirable</p> <ul style="list-style-type: none"> • Would be desirable if knowledge and experience in the use of SAGE Manufacturing Software • Knowledge of or experience in coaching and mentoring practices and tools • Knowledge of or experience in Quality improvement tools, techniques and methods

3. Analytical Skills <ul style="list-style-type: none"> • Must be able to make fast judgements based on production line analysis and customer orders with available resources. • Is required to support Production Manager with daily judgement on business performance taking into consideration raw materials, availability of production line staff to meet critical path deadlines in accordance with logistic plans. • Must be highly organized to be able to reprioritize bulk orders supporting high level customer demands ensuring that the Production Manager is kept informed of the revised planning parameters.
4. Planning & Organisational Skills <ul style="list-style-type: none"> • Must be able to plan and organize multiple production lines in order to support and deliver the business strategy. • To plan and organize operational and support strategic meetings ensuring outcomes are met in a timely manner. • Plan and organize workforce statutory and mandatory training in line with NHFML/Trust policy. • Organises and maintains multiple production line flows keeping track of orders and quick succession changes in a fast moving industry.
5. Physical Skills <ul style="list-style-type: none"> • Skills required for preparation of textile products to deadlines; use sewing machine skills in producing range of garments. • Standard keyboard skills
6. Patient/Client care <ul style="list-style-type: none"> • Deals with Customer queries and handle complaints
7. Policy & Service Development <ul style="list-style-type: none"> • Follow policies in own role, may be required to comment. • Follows policies for own area of work, may comment on proposals for change in own work area. • Making recommendations for improving, proposing and developing policies and procedures, to reflect changes in working practices, within the textile industry and changes to PPE standards. • Ensures hygiene policy is followed in the clear room & production line, H&S policies followed.
8. Financial & Physical Resources <ul style="list-style-type: none"> • Assist the Production Manager in collating monthly statistical and graphical information on orders raised inclusive of waste and quarantined items • Maintains stock control of the production line • Exercise of personal duty of care in relation to equipment and resources used in the course of normal duties.

9. Human Resources
<ul style="list-style-type: none"> • To support a structured approach to change for the individuals and teams impacted when new systems are implemented. • Pursue self-development and personal training requirements to keep up to date. • Day to day staff management, including appraisals
10. Information Resources
<ul style="list-style-type: none"> • Responsible for data entry, storage and processing into the NHFHL/Trust's main computerized system (SAGE). • The post holder will also be responsible for the confidentiality of commercially sensitive information in line with the Trust's policy regarding records confidentiality and Freedom of Information Act. • You will be expected to have basic functional skills, including literacy, mathematics and digital skills, including literacy, mathematics and digital skills. Digitally literacy is the ability to locate, organise, understand, evaluate and analyse information using digital sources. This is in line with 'digital readiness indicator for health and social care', which has been developed in the Building a Digital Ready Workforce Programme (BDRW), between Health Education England (HEE) and NHS Digital, and is part of the Government's Digital Transformation Portfolio (DTP) (2019)
11. Research & Development
<ul style="list-style-type: none"> • Assist with initiating product evaluations/trials. • Developing and testing a balanced production line in assisting in developing the optimum process flow. • Developing systems within product usage to identify training requirements etc. • Contribute to the ongoing development of the SAGE application, required to undertake audits of the SAGE system, including (SMV) performance/response times.
12. Freedom to Act
<ul style="list-style-type: none"> • Works independently and use own initiative on a consistent basis within HSE and textile policies and procedures and will operate within the guidelines set in the NHFML/Trust's SOPs and procedures, a supervisor is available to refer to when necessary • Responsible for managing Clean Room and Production Line



Standards

The statements outlined below are the standards of which all employees of Northumbria Healthcare Trust are expected to comply.

Works to the standards expected in the Northumbria Healthcare NHS Foundation Trust statement of values.

Risk Management - to deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies

Infection Control:

It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role

Health and Safety:

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

Patient, Carer & Public Involvement:

Managers have a duty to ensure that the principals of patient, carer and public involvement are adhered to throughout all areas of responsibility in line with Section 242 of the NHS Act 2006 (as amended by the Act 2012) which requires the duty to involve and consult users. A 'user' is defined as someone who is using services, or someone who may use them. In addition, this requires NHS organisations to involve and consult patients and the public in; The planning and provision of services and the development and consideration of proposals for changes in the way services are provided.

This ensure that patients are the focus of everything we do, we share good practice in line with Trust policies and procedures, this includes learning from complaints and concerns

Safeguarding:

The safeguarding of all those who are vulnerable is an enormous obligation for all of us who work in the NHS and partner agencies.

Safeguarding children and adults at risk of abuse or neglect is complex, frequently under review and we must all take responsibility to ensure that it works effectively.

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

Partnership working is also key and it is vital that local practitioners continue to develop relations and work closely with colleagues across their local safeguarding system to develop ways of working that are collaborative, encourage constructive challenge and enable learning in a sustainable and joined-up way.

NHS England will continue to seek assurance that the safeguarding arrangements across the health system are effective.

Environment and Sustainability

The trust aims to be an exemplar organisation that embraces sustainability and meet its corporate responsibility. It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources throughout their daily activities.

Appendix 1

NOTE: This appendix is not intended to form part of the 'official' Job Description, but is intended for Job Evaluation purposes only.

Effort and Environment:

Physical –

- *Regular lifting of raw materials, completed PPE products, storage products.*
- *May be required to assist in moving production line machinery.*
- *Long periods of time on feet attending and supervising the production line.*

Mental –

- *Concentrated effort needed on regular basis to analyse process flow and production quality standards.*
- *Mental agility to produce and analyse reports, writing of product specifications, particularly as interruptions to work can be frequent and unpredictable, from face to face conversations, telephone calls and e-mails involving the post holder to switch between tasks/systems. This makes time management very difficult as the post holder has to deal with and resolve many queries in each working day.*

Emotional –

- *Deals with fast paced and demanding factory environment which shall be expected to operate at a*
- *high-quality standard with daily adjusting variables.*
- *Deals with staff performance and disciplinary issues.*
- *Deals with confrontational/abusive internal and external customers, using tact and calmness to diffuse the situation.*

Working Conditions –

- *Factory based could be expected to work on occasions outside for minimal periods in inclement weather.*
- *Low level noise within the factory with production line equipment.*
- *Use of keyboard/VDU for majority of working day.*

Appendix 2

Grid

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*		X
2.	Manual Handling Operations	X	
3.	Dust, Dirt, Smells	X	
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)		X
5.	Patient Contact		X
6.	Babies/Children Contact		X
7.	Food handling / Preparation		X
8.	Driving		X
9.	Fork Lift Truck Driving		X
10.	User of Display Screen Equipment	X	
11.	Noise	X	
12.	Infestation		X
13.	Blood and Body Fluids/Waste/Samples/Foul Linen		X
14.	Excessive Cold		X
15.	Excessive Heat		X
16.	Inclement weather	X	
17.	Radiation		X
18.	Laser Use		X
19.	Heights over 2 metres	X	
20.	Confined Spaces		X
21.	Vibration i.e. Power Tools		X
22.	Using machinery with moving/exposed parts		X
23.	Shift work		X
24.	Use of latex products		X
25.	Physical violence / aggression		X
26.	Employment of young people		X
27.	Any other hazards please specify		X
28.	Other		X

If any hazard is identified above please give details below.

2. Handling of boxes containing PPE items and rolls of raw material, have to place 250 m fabric roll (with assistance) on roll dispenser.
 3. Light fibers and dust from raw material cutting.
 10. Daily use of IT display with input and distribution of PPE stock.
 11. Low level noise from surrounding textile machinery.
 16. Will be expected on occasions to be outside receiving distributing goods in inclement weather.
 19. May be required to use step ladders to place PPE items above 2m.

*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones



and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.



Person Specification

Job Title:	Assistant Production Manager	
Department:	NHFML	
Location:	Northumbria Healthcare Manufacturing and Innovation Hub, Seaton Delaval	
Specification	Essential	Desirable
Qualifications / Professional Registration	<ul style="list-style-type: none"> NVQ Level 3 or equivalent experience/knowledge Range of work procedures and practices, majority non-routine; intermediate level theoretical knowledge Must be competent auditing, material collation and record keeping within the textile industry. Good IT skills with a willingness to learn and develop further. 	<ul style="list-style-type: none"> Knowledge of the use SAGE Warehouse 200.
Experience and knowledge	<ul style="list-style-type: none"> Range of work procedures and practices, majority non-routine; intermediate level theoretical knowledge Equivalent level of knowledge and understanding the operational management of production floor 	<ul style="list-style-type: none"> Knowledge of or experience in coaching and mentoring practices and tools Knowledge of or experience in Quality improvement tools, techniques and methods
Skills and abilities	<ul style="list-style-type: none"> Must be able to demonstrate the English language proficiency level required for this post Must be able to plan and organize multiple production lines in order to support and deliver the business strategy. <ul style="list-style-type: none"> Interpersonal Skills Problem Solving Decision Making Leadership s & Supervisory skills Computer and software skills Training skills Strong organisational Skills 	



Personal attributes	<ul style="list-style-type: none">• Good communicator• Listening Skills• Positive assertiveness• Knowledge of or experience in coaching and mentoring practices and tools• Knowledge of or experience in Production tools, techniques and methods• Learning agility and commitment to self-development	
Other requirements	<ul style="list-style-type: none">• Strong IT skills to enable the use of multiple technology information systems.	