

JOB PROFILE: PRODUCTION/MANUFACTURING MANAGER

WHAT DOES A PRODUCTION MANAGER DO?

Production managers oversee the production process in all types of manufacturing operations.

They are responsible for making sure orders are met on time, that products are of the right quality and that costs are kept as low as possible.

Production control involves making sure that production schedules are followed. Production managers get information on progress and adjust production schedules if problems arise.

Production supervisors are responsible for the day-to-day running of a production area or process. They manage production workers and other resources to make sure that production targets are met.

In a small company one person may be responsible for all production management work. Large companies may have production managers who have overall responsibility and supervise production planners, controllers and production supervisors.

WHAT'S A WORKING WEEK LIKE?

Production managers usually work a 40 hour week, Monday to Friday. Shift work maybe necessary.

Production managers spend most of their time in an office, but occasionally visit the

factory shop floor. Conditions in factories vary. Many are clean, light and airy.

WHAT SKILLS WOULD I NEED TO BECOME A PRODUCTION MANAGER?

As a production manager you need a number of skills such as:

- Be capable of managing staff
- Have great communication skills
- Have analytical and planning skills
- Have good problem-solving skills
- Be able to understand the techniques and processes used
- Be able to keep calm and make quick, clear decisions while coping with pressure
- Be able to prioritise
- Be flexible

HOW DO I BECOME A PRODUCTION MANAGER?

Many people gain experience in manufacturing or other areas of management before moving into production management.

As a trainee manager without experience, you usually need a degree. To enter on to a degree course, you need at least two A levels/three H grades and five GCSEs (A-C)/S grades (1-3). Equivalent qualifications may be accepted.

An Access to Higher Education qualification may also be accepted for entry to certain courses. If experienced in a related field, you may be able to gain

recognition of skills through Accredited Prior Learning (APL). Please check with colleges or universities for exact entry requirements.

FURTHER INFORMATION

www.managers.org.uk
www.iomnet.org.uk
www.i-l-m.com

TRAINING FOR WORK

Training is given on the job while working alongside experienced staff, and may start by spending some time in production supervision and in planning and control. There are also a number of relevant professional courses available.

The Chartered Management Institute offers certificates, diplomas and NVQs/SVQs at levels 3 to 5 in subjects such as project management, supervisory management and operations management.

The Institute of Operations Management offer a Certificate in Operations Management, and a Diploma and Advanced Diploma in Production and Operations Management, as well as a wide range of short training courses.

ONGOING DEVELOPMENT

Manufacturing companies throughout the UK employ production managers. Experienced production managers may progress into general management.

There are some opportunities for experienced production managers to work abroad.

SALARIES

(Figures are intended as a guideline only)

Income for new production managers starts at around £18,500.

Experienced production managers earn around £34,000.

Some production managers can earn in excess of £45,000.