

Build Manager – Role Profile

Title	Build Manager
Reporting to	Production Director
Purpose of the Role	
Reporting to the Production Director, the Build Manager will assume full responsibility for the build of bespoke automation systems in our brand new purposely created facility, including parts kitting, assembly space utilisation, health, safety and environmental impact of the assembly area and training of staff.	
Key Responsibilities	
<ul style="list-style-type: none"> ● Day to day management of the system build activities, involving the assembly of mechanical parts and sub-assemblies into a bespoke automation system. ● To effectively manage the mechanical fitting staff and their priorities within the assembly department onsite and offsite. ● To work closely with the Heads of Electrical Engineering / Controls to ensure that all build activity is coordinated and optimised. ● Utilise the Work Tracking system to identify available kitted parts to support the build programmes. ● Ensure all resource planning is in line with the build strategy, staff capability and customer expectations ● Work closely with the Heads of Projects, Electrical, Manufacturing and Purchasing to ensure effective monitoring of the build, maintaining schedule to the budget. ● Conduct post build reviews in conjunction with Project Management to ensure any lessons learnt are communicated and new ways of working are adopted accordingly. ● Ensure compliance in confidentiality, environment, health, safety & welfare are in place to protect our people and visitors ● Plan and ensure efficient utilisation of build space maximising the layout of the assembly floor ● Manage the quality of each build to ensure each system produced meets our high standard and that all quality standards are embedded ● In partnership with the Design Leads gain knowledge of each project design to ensure all assembly builds are carried out efficiently ● Identify and implement continuous process improvements to optimise build efficiencies ● Manage staff development, welfare and rewards including annual objectives, appraisals, training needs and mentoring 	
Key Skills & Experience	
<ul style="list-style-type: none"> ● Previous experience of managing the build of multiple bespoke electro-mechanical and pneumatic systems in a project environment ● Experience working with engineering and project management departments ● Experience of managing teams ● Excellent interpersonal and communication skills (written and verbal) with the ability to communicate at all levels and across a number of teams – includes customers, suppliers and Sewtec employees ● The ability to work well under pressure whilst operating within an agile environment ● The desire to deliver a high level of customer service and quality ● Strong IT, analytical skills and report writing 	
Qualifications	
<ul style="list-style-type: none"> ● Minimum HNC qualified in relevant production discipline. 	

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Additional Responsibilities

- Day to day management of any additional labour including any labourers / students as appropriate.
- Conduct regular build quality audits to ensure standards are maintained and any development areas are identified.
- Responsible for implementing Corrective actions and defining Preventative actions and their implementation for any NCR's designated as fittings responsibility.
- Ensure Housekeeping standards are defined, communicated, and maintained in line with H&S good practice and customer visit standards.
- You are responsible for maintaining a safe working environment throughout the whole Assembly Floor and designated yard area regardless of the functions working on the assembly floor.
- Conduct periodic audits and check for compliance to Fire regs, COSHH controls, PAT testing of equipment and LOLA requirements at all times including FLT daily checks.
- Ensure all necessary safety steps and protocols are employed around each machine build area e.g., ensuring all relevant risk assessments and method statements are in place.
- Hold regular team briefing meetings with the fitting team ensuring two-way dialogue.
- Ensure the build areas and the Assembly floor generally are cleared of any residual parts or commissioning product on completion of each project.
- Ensure that machine loading and unloading onto vehicles whether done by Sewtec staff or Contractors is sufficiently supervised and overseen.
- Ensure compliance to all PPE requirements for anyone present on the Assembly floor.