



**ELECTRONIC  
TEMPERATURE  
INSTRUMENTS LTD.**

## ETI JOB DESCRIPTION

Job Title	Production Manager
Responsible to	Managing Director
Responsible for	All production staff

### About ETI

Electronic Temperature Instruments (ETI) Ltd, was launched in 1983 and is a UK award-winning manufacturer renowned for its precision digital thermometers and temperature-related instruments. With a focus on accuracy and innovation, ETI caters to various industries such as food service and facilities management, offering reliable solutions for temperature measurement needs.

### ETI Vision Statement

To be the UK leader in the design and manufacture of innovative temperature measurement instrumentation and sensors, delivering highly reliable and accurate products and outstanding customer service.

### Role Overview

The Production Manager leads and coordinates all manufacturing activities across four dedicated production areas within an electronics manufacturing facility. This role is responsible for ensuring that output meets quality standards, delivery targets, and cost objectives while fostering a culture of continuous improvement, safety and operational excellence.

### Role Mission

*“To encourage the manufacture of products efficiently and profitably, whilst maintaining quality, good customer relations and ensuring employee job satisfaction. Life does not have to be complicated”*

### Main interactions

- Internally – Directors, Managers, Team Leaders
- Externally – Suppliers and third-party service providers

### Key Responsibilities

#### Operational Leadership

- Oversee day-to-day operations across four production areas, ensuring smooth workflow, resource allocation and adherence to production schedules.
- Monitor production performance, identify bottlenecks and implement corrective actions to maintain efficiency and throughput.
- Drive lean manufacturing initiatives, waste reduction, and process optimisation across all production areas.
- Devise and deliver Annual Operational Plans for the team.

#### People Management

- Lead, coach and develop Assistant Managers, supervisors and production staff, fostering a culture of accountability, teamwork and continuous improvement.
- Champion a culture of positivity, inclusivity and high-performance.
- Conduct regular team briefings, performance reviews, and skills development planning in line with company procedures – ensuring expectations, roles and performance standards are set and transparent.
- Serve as a visible leader on the shop floor to reinforce values and standards

## Quality & Compliance

- Collaborate with Quality Assurance to address non-conformances, root-cause issues, and implement corrective/preventive actions.
- Maintain compliance with ISO standards and other relevant certifications.
- Work with QA to identify and implement quality improvement programmes to improve the cost-effectiveness of the manufacturing process.

## Planning & Coordination

- Work closely with Purchasing, R&D, QA, Sales & Despatch to align production capacity with customer demand.
- Review production forecasts and adjust staffing, materials, and equipment needs accordingly.
- Support new product introductions and engineering changes, ensuring smooth integration into production lines.

## Health, Safety and Environment

- Ensure all production areas comply with health, safety and environmental regulations and internal policies.
- Develop all necessary policies and procedures to ensure that plant and equipment are effectively maintained to ensure maximum production efficiency.
- Maintain accurate and up-to-date Health & Safety records of all plant and equipment and identify and resolve any issues relating to maintenance procedures, plant, or equipment.
- Conduct risk assessments, promote a strong safety culture, investigate incidents and implement preventative measures where necessary.

## Budget & Resource Management

- Control and monitor budget to ensure effective spend within prescribed limits.
- Support capital expenditure planning for equipment upgrades and process improvements.
- Track and report key performance indicators (KPIs) such as output, scrap, downtime, and labour efficiency.

## Skills and Experience

- Proven experience in electronics/engineering manufacturing or a similar high-precision production environment.
- Strong leadership and team-management capabilities.
- Solid understanding of lean manufacturing, process control, and continuous improvement methodologies.
- Excellent problem-solving, communication, and organisational skills.
- The ability to develop and maintain excellent working relationships with employees, customers and suppliers, and negotiate cost-effective provision of services.
- Ability to manage multiple production areas simultaneously in a fast-paced environment.
- Computer literacy and familiarity with Word and Excel packages
- Good working knowledge of ERP software.
- Strong drive to achieve results.

## Management

- Be an active member of the Management team and provide constructive input into activities that fall outside of the remit of the role.
- Be a leader and positive role model to staff and visitors on site.
- Collaborate with HR to ensure recruitment, induction and ongoing training needs meet regulatory requirements and are conducted in line with company procedures.
- Conduct formal appraisals and informal one-to-one discussions with staff, in line with company procedures.
- In conjunction with HR, manage employee relations, conflict resolution and disciplinary processes in a timely manner.

## Other

- Undertake all duties in accordance with ETI Ltd policies.
- Attend all training when required in order to adhere to mandatory regulations, legislation and best practice.
- Promote the company positively at all times.
- Adhere to all aspects of confidentiality and Data Protection to comply with the law.
- The post holder will be required to undertake such other duties as may be required, therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
- The organisation reserves the right to update or amend the job description, from time to time, to reflect changes to the role. The post holder will be consulted about any proposed changes.

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I confirm that I have read, understood, and accept the duties detailed in this Job Description.

**Employee name**

**Employee Signature**

**Date**