

<b>Job Title</b>	Workshop Manager
<b>Reporting To</b>	Plant Director
<b>Office/Site Based</b>	Office 70%; Other 30%

<b>1. Job Purpose</b>	
To ensure maximum, effective use of equipment and labour, contributing to high productivity output and giving maximum availability.	
<b>2. Key result areas</b>	
<ol style="list-style-type: none"> <li>1. Ensure all service/repairs are carried out to the highest standards possible and to the satisfaction of the Plant Manager.</li> <li>2. Manage the efficient use of materials, equipment and labour resources to ensure maximum efficiency of utilisation.</li> <li>3. Manage and control staff in terms of the use of tools and equipment to ensure company health, safety and quality standards are upheld and that any problems are logged accordingly.</li> <li>4. Monitor and direct stock levels to ensure they are sufficient to meet the requirements of the projects.</li> <li>5. Maintain awareness of team needs, appraising at regular intervals, training needs in order to conserve time and resources.</li> <li>6. Provide regular feedback on order status in order for the Plant Director to have access to clear information.</li> </ol>	
<b>7. Job context</b>	
In such a dynamic market, it is essential that the undertakings of the company run smoothly and the teams within the plant ensure the safety and utilization of all NSCC equipment. The workshop team must understand the importance of rigidly monitoring the status and procedures for equipment maintenance and the role of the Workshop Manager is to lead, manage and monitor this team in order for this goal to be achieved.	
<b>8. Communications &amp; Working Relationships</b>	
This role is reliant upon communication with the Plant Director and the team within the workshop. The jobholder holds active communication between plant engineers, technicians and foremen. The jobholder is required to report directly to the Plant Director.	
<b>9. Framework, Boundaries, Decision Making Authority &amp; Responsibility</b>	
This role involves making independent decisions within the workshop team in order to manage the day-to-day workings of the workshop. However, all problems affecting efficiency, safety and quality must be reported directly to Plant Director. The position involves responsibility to understand the working needs of the workshop employees and, of course, the demands of the projects at hand. The jobholder is also responsible to use foresight and planning in order to ensure the workshop is prepared to fulfill all needs, including those without notice, of the projects.	

**10. Knowledge, Skills & Experience**

Degree in mechanical engineering. Minimum 10 years experience in a similar role. Experience required in GTAW, SMAW, GMAW, FCAW & SAW welding processes within a similar environment. Structural and piping foundation experience is essential.

**11. Competencies**

Problem-solving behaviour. Ability to work under pressure. Strong communication and negotiating skills. Excellent team leading skills. Ability to influence at the multi-cultural level.