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| **Title** | **Production Co-ordinator** |
| **Band** | **Individual Contributor – Professional** |
| **Grade** | **P2 - Intermediate** |
| Job Family | Manufacturing |
| Reporting To | Operations Manager |
| Location |  Hastings  |

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| **Position Objective** |
| An exciting opportunity to join General Dynamics, a leading-edge defence company, as a Production Co-ordinator. This position, would allow you to play a leading role in our innovative Manufacturing team, working on both avionics systems and armoured vehicle communication systems. You will use your project co-ordination knowledge, to work alongside the master scheduler, to ensure meeting delivery deadlines on programmes assigned to you. You will be required to maintain Estimated Time to Complete spreadsheets (ETCs) for submission to programme managers and to use a Manufacturing Resource Planning tool to raise and release works orders on to the shop floor. You will also be required to deal with people working in different departments, such as Supply Chain Management, Engineering and Programmes. |

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| **Generic Level Description** |
| General Accountabilities | Applies academic knowledge to job/role accountabilities; provides support on specific portions of larger projects/work assignments |
| Supervision Required or Provided to Others | Works under general supervision; begins to put forward ideas on how work assignments can be executed; receives detailed instructions on new projects or assignments. |
| Complexity | Works on problems of moderate scope where analysis of situations or data requires a review of a variety of factors. Exercises judgment within defined procedures and practices to determine appropriate action. |
| Knowledge and Technical Expertise | Developing professional expertise; applies company policies and procedures to resolve a variety of issues. Applies knowledge/skills to a variety of standard day to day activities. Deepens knowledge/skills in one area or broadens ability over a variety of skills.  |
| Problem Solving | Identifies the problem and all relevant issues in straightforward situations; generates possible solutions, assesses each using standard procedures and makes a sound decision |
| Planning & Organizing | Prioritizes and organizes own work to deliver to agreed deadlines. |
| Project Management Accountabilities | Begins to manage projects; may be asked to review work delivered by external suppliers |
| Decision Making and Autonomy | Works independently on details of assignments, but has limited decision-making authority; most decisions made or guided by immediate supervisor |
| Client/Business Orientation | Becomes more self-directed in dealing with internal and external clients and responds to requests in non-standard situations, investigating all the facts. Understands the key business drivers; uses this knowledge to focus on own work. Works to control costs related to own work. |
| Communication, Negotiation and Influencing | Probes and listens carefully, presents information clearly and in appropriate style, makes technical information clear, persuades others in straightforward situations. |
| Leadership Requirements | Takes initiative in learning about the organization, and develops external contacts; actively seeks information and guidance to improve own performance; contributes as a team member, and takes responsibility for own work commitments |
| Key Contacts | Builds internal relationships with others outside of own work group or team particularly with internal customers; begins to interact with external contacts on own; begins to initiate information exchanges |

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| **Discipline Description** |
| Responsibilities Include | * Work closely with the master scheduler and shop floor supervisor to meet customer deadlines.
* Monitor spend through regularly updating ETCs for submission to programmes.
* Support the programme management team in creating achievable schedules and ensure updates are communicated frequently to manage expectations.
* Have a flexible approach to resolving a variety of manufacturing and supply chain challenges, ensuring the correct stakeholders are informed.
* Seek guidance from subject matter experts and evaluate risks which may affect quality, cost or delivery.
* Support department meetings to ensure that the team are aware of any conflicting scheduling priorities.
* Work with engineering teams on a variety of development projects.
* Use an MRP system to raise and release works orders for build and test, to ensure on time delivery.
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| **Knowledge, Skills & Abilities** |
| Required Skills & Abilities | * *~* An understanding of scheduling and using an ERP/MRP system.
* Excellent written and verbal communication skills.
* General understanding and experience using Microsoft Office software.
* Ability to work as a team.
* Able to work independently and prioritise work load.
* Capable of working on numerous tasks in parallel.
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| **Education & Experience** |
| Required Education & Experience | * A project/programme manager qualification such as APM would be an advantage, along with a proven range of relevant experience.
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