JOB DESCRIPTION

COMPANY	OMEX Agriculture Ltd.
MAIN SITE	Ipswich
JOB TITLE	Site Manager
CONTRACT TERMS	Full time, Permanent

COMPANY

At OMEX we strive to optimise life's essentials, operating across key food, energy and water markets, helping people and planet thrive for generations to come.

We do this through cutting edge, science-driven solutions that nourish soils and crops, power cleaner energy and purify water, turning vital resources into resilient systems to ensure we can all flourish in a changing world.

As a family run business we're committed to supporting and championing our people, providing exciting opportunities to make a real difference throughout our food, energy and water sectors.

OVERVIEW OF ROLE

We are looking for a self-motivated, enthusiastic and disciplined individual accountable for safe, efficient and reliable operation of our Ipswich site.

KEY RESPONSIBILITIES

1. Health and Safety: Overall responsibility for the health, safety and wellbeing for staff, contractors and visitors on site.
2. Delivery of Site Performance: Deliver site performance in line with business objectives and the annual business and safety plans.
3. Stock and Stock Control: Responsible for raw materials and product range stored at the Estuary Road site and associated external stores, ensuring accurate stock control.
4. Production Planning: Support the Specialities Planner and the commercial team on production planning.
5. Safety and Compliance: Ensure all work is carried out safely, applying the appropriate risk assessments and safe systems of work, while maintaining compliance with health, safety, quality, and environmental management systems. Lead timely investigations and reviews into any safety or compliance issues.
6. Continuous Improvement: Develop a culture of continuous improvement within the team, suggesting and implementing changes to improve site safety, efficiency, and productivity. Implement the site's long-term improvement program and operational excellence initiatives. Ensure non-conformances are effectively closed out with the correct corrective actions and preventative actions (CAPAs) identified.
7. Team Leadership: Establish a strong team, communicating effectively to maintain high team morale. Drive team competence, discipline, and ensure high-quality compliance through developing and enforcing procedures.
8. Training and Development: Ensure relevant training is identified, delivered, and up to date, supporting workforce development and retention efforts. Regularly monitor staff training and mandatory certifications.
9. Resource Management: Allocate resources effectively to react to work priorities and production demands. Manage staff, equipment, and materials efficiently to meet production schedules.
10. Maintenance Oversight: Working closely with the Engineering Manager, organise the repair and routine maintenance of production equipment, site services, and facilities. Oversee regular site inspections to ensure compliance with processes.
11. Documentation and Reporting: Compile and maintain accurate records of production activities, including stock control, inspections, and compliance reports. Provide regular updates to senior management on site performance, risks, and improvement plans. Produce monthly reports to the Operations Manager.
12. Customer Service and Collaboration: Collaborate with the distribution and commercial teams to ensure customer requirements are proactively met.

13. Supplier and Vendor Management: Manage vendor performance and contracts for site operational activities.
14. Emergency Response: Maintain and manage effective emergency response procedures, providing emergency support as required. Lead crisis and risk management strategies, including site contingency and business continuity planning.
15. Compliance with Regulations: Ensure the site meets local and national regulations regarding safety, environmental, and chemical industry standards, including audits and certification processes.
16. Sustainability Initiatives: Implement environmentally sustainable practices, reduce waste, and optimise resource use. Collaborate on company-wide sustainability programs and track environmental performance indicators.
17. Budget and Financial Management: Develop and manage the site's operational budget, ensuring cost control and efficient resource use to meet financial targets.
18. Innovation and Technology: Drive the adoption of new technologies and automation to improve site operations. Work with IT and engineering teams to integrate software solutions for better production planning and reporting.
19. Stakeholder Engagement: Represent the site in meetings with senior management and stakeholders, offering insights and reports on production progress, risks, and strategic plans.
20. Crisis and Risk Management: Lead and update site contingency plans, ensuring preparedness for potential risks or emergencies.

QUALIFICATIONS, SKILLS & EXPERIENCE

- The successful candidate is likely to be degree qualified in a technical subject and must have experience of leadership in an industrial manufacturing environment. Experience in compliance with safety, environmental, and quality management systems is essential, along with a good understanding of best practices within the chemical industry.
- The successful candidate must be capable of working to tight timescales, delegating effectively, working comfortably under pressure, and being an approachable leader.
- Proven track record in operational leadership, management, and employee development.
- Flexibility and willingness to take the lead in challenging existing knowledge and processes.
- Computer literate, with competence in Microsoft Office. Experience with Microsoft Business Central would be advantageous.
- Excellent written and oral communication skills.
- Ideally possess NEBOSH NGC (or equivalent) in Occupational Health and Safety.
- Full UK driving license.
- A team player with a strong fit to the OMEX vision & values (see below).

OUR **VISION**

Our vision is to optimise life's essentials: food, energy and water, so people and planet can thrive for generations to come.

OUR **VALUES**

	**Embrace The Challenge. See The Opportunity.**
	**Do The Right Thing. Always.**
	**Be In It For The Long Term.**
	**Roll Up Your Sleeves & Pursue Excellence.**