

POSITION INFORMATION SHEET

Position Title	Raw Materials Manager
Title of Supervisor	Senior Operations Manager
Title of next level Supervisor	Production Director
Location	Atlas Works, Carlisle St East
Hours	37.5 hours Monday - Friday

Job Summary

Based at the Atlas Works site in Sheffield, the Raw Materials Manager holds end-to-end accountability for the strategic management of all production aspects of raw materials and revert. Operating in close partnership with the Raw Materials Buyer and the Senior Operations Manager, this role is critical to securing a seamless, continuous material supply chain while aggressively driving sustainability and cost efficiency through maximised revert recovery and charging initiatives.

Primary Duties and Responsibilities

- Safety, health and environmental compliance for the department including SWP creation, Risk Assessment, audit compliance.
- Ensuring that all Raw Materials SWP's & RAs are reviewed and that all operatives are trained in the latest revision, per the departmental training matrix.
- Liaising with the Planning and Production team and Raw Material Buyer to review the stock position of raw materials and future demand
- Fully accountable for Leading, motivating, coaching and developing individual team members with implementation of a strong succession plan through personal training and development plans ensuring appropriate matrices are updated.
- Ensure compliance with the MI & TI quality procedures set for the tasks within Raw Material operations
- Take the lead role in departmental quality audits and customer audits, ensuring that any non-conformances are actioned & addressed promptly.
- Deliver a clear vision for the department to achieve enhanced productivity and efficiencies in line with the targets for Raw Materials.
- Work with the process metallurgist's and quality engineers to drive quality initiatives
- Work to business critical KPI's on material turns, revert utilisation, revert segregation and grade identification
- Prepare any unwanted material for sale as instructed by the raw material buyer following the company transfer policy
- Use of ABS & Odoo system to create melting charges in line with the campaigns,
- Ensure melting are supplied with the adequate number of charges to fore fill production requirements
- Ensure inventory levels are documented and made available to aid charge creation

Essential Requirements

- Educated to A Level standard or equivalent industry experience
- Advanced knowledge on Microsoft packages including – Excel, Word, Outlook and PowerPoint.
- Strong communication and people management skills
- Demonstrable knowledge and experience in a similar environment and industry

Desirable Skills, Experience and Qualifications

- Experience managing teams in multiple areas
- Experience of working in a metals manufacturing environment
- Experience of working within a metal sorting facility
- Demonstrable people and process management skills
- Experience of lean processes (5s, Process mapping, Value Stream Mapping)