



January 2021

SOLOMON & COMPANY (ST. HELENA) PLC

JOB DESCRIPTION

DIVISION: Production
POST: General Manager (Production)
RESPONSIBLE TO: Chief Executive Officer

JOB PURPOSE: To be responsible for the Management of the Production Division and the Business Operating Units allocated to this division. To manage and develop the businesses within agreed Budgets with the aim of ensuring maximum profitability, performance and growth in line with the Production Strategic Plan.

JOB OUTLINE:

- To be responsible for strategic business planning of the Division.
- To be a member of Corporate Management and to give regular reports on the Division.
- To be accountable for the overall co-ordination of the management and marketing of the Business Operating Units and to ensure the delivery of a high standard of Customer Service.
- To formulate business development proposals, maximising on the utilisation of Company assets, relating to the Division.
- To be responsible for the profitability of Business Units and to monitor and control Profit & Loss Budgets, Forecasts and Capital Expenditure.
- To monitor in conjunction with the Financial Services Manager, cash flow matters in relation to the Division and it's allocated Business Operating Units.
- To formulate policies and procedures in relation to the Division in accordance with Corporate guidelines.
- To monitor quality control in the Business Units and identify and implement methods of improving efficiency & standards, cost effectiveness and profit performance by review on an ongoing basis.

- To develop and motivate Line Managers and Staff to continually improve productivity and services, increase profit performance and achieve targets.
- Any other related duties as required by the Chief Executive Officer

LIMITS OF AUTHORITY

- Authorisation of Capital and Revenue Expenditure in line with current policy.
- Responsibility for all resources and use of resources in division
- To maintain Confidentiality at all times

SPECIAL CONDITIONS:

- Out of hours work as and when required.

CURRENT BUSINESS OPERATING UNITS AND THE REPORTING OFFICERS

- Lands/Arable/Coffee/Farms/Honey Farms & Coffee Production Manager
- Bakery Bakery Manager
Production Administrator

MEMBERSHIP OF COMMITTEES

- Corporate Management Team
- Lands Working Group (chair)
- Human Resources Committee (rotating membership)