

The Oxford Artisan Distillery

Old Depot, Cheney Lane, Oxford OX3 7QJ | Tel 01865 767918



JOB DESCRIPTION: Production Manager, The Oxford Artisan Distillery

The Oxford Artisan Distillery is a 'grain-to-glass' craft distillery located in the centre of Oxford. Opened in July 2017, Oxford Rye Gin and Oxford Rye Vodka have been at the forefront of our portfolio until we launched our whisky in April 2021. The distillery has welcomed over 20,000 visitors since it opened.

Role:

Based at the Distillery, working with other production sites within the UK, this role involves a mixture of office duties, including budget management and regulatory compliance, and occasional hands-on tasks on practical aspects of production. Occasional travel to other sites may be required.

The Production Manager constantly seeks improvement in production and working environment, responsible for all production logistics, data management and working environment. This person delivers management systems to enhance accuracy and ease to the rest of the team.

The Production Manager will work with a team of 5 distillers (including Master and Head Distillers), will report directly to the Master Distiller and work closely with Head Distiller to deliver the best production of our products.

Responsibilities:

- Responsible for production schedule, staff training, supplier management, production logistics and movements;
- Responsible for record keeping, inventory and maintenance plan;
- Monitor productivity rates, standards and quality control;
- Procure raw materials, general supplies and production equipment;
- Work closely with financial department to manage production budget;
- Responsible for implementing and managing safety, health, environment and quality requirements and certifications, such as food standards, HACCP, organic, B-Corp or ISOs;
- Work collaboratively with Operations to ensure finished good stocks are maintained at the required level;
- Responsible for implementing and managing management tools such as DistillX5 and any traceability system;
- Assist, when required, with any task in production, from ingredient quality control to mashing, distilling, cleaning or bottling;
- Implement all the company's procedures and policies;
- On occasion, undertake public appearances on behalf of the business.

Core Skills and Experience:

Technical

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- Experience in data management, systems development;
- Knowledge of compliance standards and operational systems, such as Organic, SALSA and HACCP;
- Experience of strategic planning, budgeting and maintenance plans;
- Proven experience in implementing processes in a production environment;
- Preferably with prior experience in management or data analysis roles;
- Preferably a degree or equivalent in biology, chemistry, engineering or management.

Personal

- Hands on manager able to work in a physically demanding environment;
- A strong team player with the ability to engage with internal and external stakeholders;
- Strong communication skills;
- The ability to manage multiple projects at a detailed level, simultaneously, on an on-going basis;
- Innovative and creative approach;
- Third party service provider management experience; strong contracting skills.

Other:

Legally authorized to work in the UK; Driving Licence; Good English language skills.

Hours of work and Benefits

Working hours are 40 hours per week (actual) and such additional hours as are necessary for the proper performance of your duties. Hours are usually from 9am to 5:30pm from Monday to Friday, and occasionally (in someone's absence) the agreed shift patterns. From time to time you will be required to help (as part of your role) with other events outside these hours. Time off in lieu or payment for additional hours is given on these occasions.

Salary & Benefits

Full time salary is from £35,000 p.a. depending on experience plus Pension, Staff Share Scheme and 25 annual paid days leave + bank holidays.

We believe that a diverse team of enthusiastic, hard-working, skilled & like-minded people is pivotal to success. Our employees help us make a difference & grow as a business. Therefore, creating equal opportunities is an intrinsic part of our recruitment process. We welcome applicants from all walks of life regardless of culture, ethnicity, gender, religion, sexual orientation and disability. So, if you're interested in joining us, we look forward to hearing from you.