

HERON & BREARLEY**BREWERY MANAGER
ROLE PROFILE****JOB FAMILY:****HR CODE:**

STRUCTURE	LINE MANAGEMENT RESPONSIBILITIES
This role is located at Group Head Office and forms part of the Production (Okell's Brewery) team reporting to the Head Brewer.	Brewery Operatives x3

MISSION & PURPOSE

- To be responsible for planning, co-ordination and control of the production process to ensure quality, cost control, compliance and overall efficient running of Okell's Brewery.
- Determine, manage and review material resources and human resources to meet production targets
- Ensure efficient collaboration and co-ordination between relevant departments
- To consistently promote and uphold quality of product and service and maintain the level of excellence associated with the Okell's brand.

KEY RESPONSIBILITIES & DELIVERABLES

- **Production**
 - Purchasing raw materials
 - Overseeing packaging operations
 - Liaising with other departments, with particular regards to Wholesale (ordering and supply)
 - Budget monitoring
 - Monitoring beer returns and responding to issues where appropriate
 - Identify external resources when required and manage relationships with providers
 - Assist the Assistant Brewer as and when required
- **Quality Control**
 - Cask beer analysis - ensure accurate analyses are achieved to Inform brewing staff whether the beer can be passed for sale.
 - Keg beer analysis - accurate tracking of product from rough beer to beer in keg analysing at each stage and passing for production.
 - Microbiological Analysis - in accordance with the manual. Discuss results with HB suggesting solutions to problems which may occur.
 - Various analysis - timely daily and weekly recording of various parameters as required by HB
 - BAPS Analysis - BAPS certification. Once monthly in tandem with HB and reporting results to Central Govt Chemist (UK). Ensure accurate results are reported with zero errors, omissions or oversights.
 - Ordering of stock to make up all consumables as and when needed

➤ **People Management**

Responsible for the management of the production team including:

- Motivation and engagement
- Performance management
- Identifying training needs
- Employee relations
- Effective team working

➤ **Record Keeping**

- Maintenance and timely recording of all results in the required files.
- Brew sheet recording. Sales, racking, stock recording and supply of this to Purchasing Dept on a timely basis.

➤ **Event coordination**

- Organise and coordinate brewery events such as beer tastings etc.
- Prepare brewery bar for events including cleaning lines.

➤ **Administration**

- End of day reconciliation of sales, racking and closing stock.
- Ensure all goods/stock arriving in are checked onto Navision by Goods In.
- Advise when Purchase Orders are required to be raised and liaise with suppliers over relevant Pos.
- Responsible for setting up new suppliers

➤ **Monthly stock take**

- Carry out monthly stock take and complete spreadsheet of stock for Accounts.

SKILLS & BEHAVIOURS

- Able to work in a laboratory atmosphere and out in the brewery whilst production is in operation
- Ability to manage and motivate a team.
- A confident communicator, both in spoken and written word.
- Business aware with commercial focus where required.
- Excellent keyboard skills and a practical knowledge of Microsoft Office software.
- Excellent organisation and problem solving skills to handle a demanding and diverse workload
- Logical and methodical thinking required.
- A high degree of personal integrity and respect for confidentiality.
- Possess excellent interpersonal skills.
- Tactful, diplomatic and able to operate in a fast-moving and often reactive environment.
- Able to work under own initiative and prioritise work.
- Flexible and adaptive to new situations.
- Assertive and authoritative as and when required.
- Personally credible and approachable
- Calm under pressure

EXPERIENCE, EDUCATION, TYPICALLY

- Lab experience is essential – must be familiar with all associated lab techniques and have the ability to interpret the results
- Must have held a high level of responsibility within a brewing process
- Demonstrable ability to manage people
- Good working knowledge of applicable IT systems
- Previous experience of budget monitoring preferred

The above statements are intended to describe the general nature and level of the work being performed. They are not construed as an exhaustive list of all deliverables and responsibilities and duties. All employees are expected to be flexible in approach and may be required to perform other duties as may be reasonably required for the benefit of the Heron & Brearley Group and to add value.

Date prepared:		
Agreed by:	Incumbent	Manager
Review date:		