

## Production Manager / Documentation Specialist

<b>Location:</b>	Letchworth, Hertfordshire
<b>Salary:</b>	Attractive packages
<b>Hours:</b>	37 hours per week
<b>Contract:</b>	Permanent

**Sonovision are a multi-award-winning agency who provide a full range of Technical Publications, Graphic Design, Marketing support, interactive Training Packages and E-Learning solutions to multi-national companies world-wide. We develop digital offline and online documentation, together with Computer Based and AR/VR Training. Working to industry specific standards such as S1000D, ATA, JSP, DSAT and DITA, for the; Commercial, Defence, Energy, Aerospace and Rail sectors.**

### The role:

**This is an exciting opportunity to manage technical production processes, resource scheduling and provide industry knowledge and support to team members.**

### Key Tasks and Responsibilities:

**Reporting to the Executive Team, you will be responsible for the technical management, supervision and control of production processes, including:**

- Capacity planning and organising production schedules
- Driving efficiencies in working practices
- Assessing project and resource requirements
- Consulting on estimating, negotiating and agreeing budgets and timescales with clients, project leads and production staff
- Determining quality control standards, work with the Quality Assurance Manager to monitor and record customer satisfaction
- Overseeing production processes
- Re-negotiating timescales or schedules as necessary
- Supplier selection and engagement
- Liaising with buyers, marketing and sales staff
- Organising relevant training sessions
- Consultation on key client meetings and briefing on new tasks
- Produce quotations
- Stakeholder reporting to Directors and wider group
- Carry out appraisals for personnel within the department

## The right candidate will have the following skills and background:

- Excellent technical publications experience across different industry sectors
- Experienced in the use and implementation of Product Lifecycle Management, Common Source Database and Documentation environments associated to the software
- In depth knowledge and understanding of the industry standard specifications (S-Series; S1000D, S2000M, S3000L), DITA, Simplified Technical English, iSpec2200, etc)
- Experience, in depth knowledge and understanding of creating XML documentation, DTD and Schema validation with XSLT and FOSI Stylesheets
- Innovative approach to problem solving
- Engineering experience a distinct advantage
- Ability to learn/adapt quickly
- Engage with stakeholders at all levels of the business
- Knowledge of budgeting and profit and loss an advantage

Please note, candidates must successfully undergo UK Security Vetting before they can be appointed. The level of security needed is Security Check (SC).

### Screening:

Do you have experience working within technical publications industry?

Do you have experience of implementation of Product Lifecycle Management?

Do you have an in-depth knowledge of industry standard specification (S -Series, DITA, STE, iSpec2200, etc) ?

Do you have experience of creating XML documentation and associated technologies?

Are you eligible to live and work in the UK, with a valid Passport?

## If you are interested in joining our team, send your CV to:

**Karen Angel**

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