

Dragonfly Advanced Materials

Versatile Aerogel Technology

RECRUITMENT PACK

Operations/Production Manager

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Welcome to Dragonfly

Thank you for your interest in the role of Operations Manager here at Dragonfly.

Dragonfly is an advanced materials manufacturer specialising in the development and production of silica aerogels. It is a spin-out company from Newcastle University and holds patented technology that revolutionises the manufacturing process of silica aerogels.

Dragonfly is currently the sole manufacturer of silica aerogels in the UK. We have a clear vision to be a leading provider of advanced materials in the UK and across the world by enabling more companies in more sectors than ever previously imagined to access the full potential of next generation silica aerogels, recognising the increasing demand for efficient and safer materials to support the drive towards NetZero.

As our Operations Manager you will be joining us at an exciting time, as our Business embarks on a period of manufacturing scale up and growth with the building, commissioning and operation of a commercial production and demonstration facility; a process you, as the Operations Manager, will lead. You will find support from within our evolving team, and leadership in relation to our patented technology from our CTO, Dr Xiao Han. In this the successful applicant will be a key contributor to our future success.

We hope that having read through the information provided, you too will feel inspired to become part of our Team.

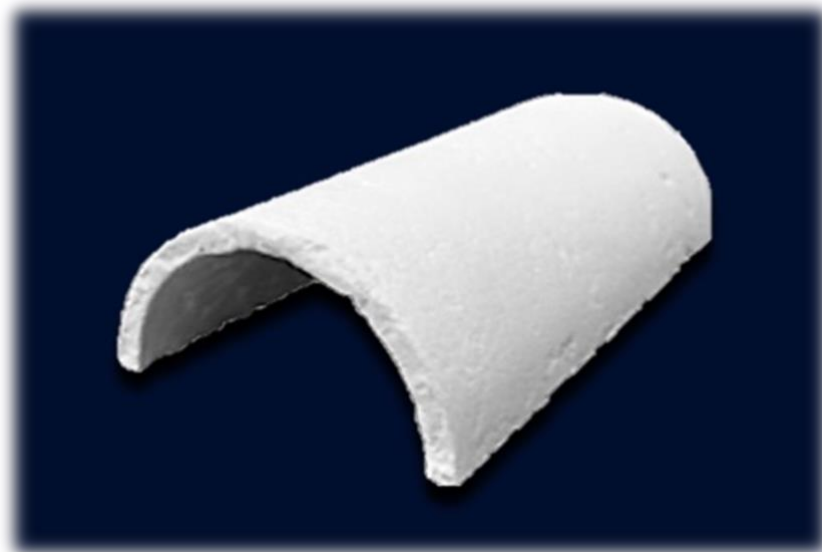
John Baines
CEO

About Silica Aerogels

Silica Aerogel is an advanced, nano-porous, material with the potential to make a material contribution to fighting climate change. Its extreme properties including lightweight, thermal insulation, fire retardancy and water repulsion have the potential to cut energy consumption, reduce carbon emissions, enable emerging and future technologies and enhance environmental performance.

First conceived in the 1930s for highly specialist uses by NASA, silica aerogel has been proven in the most testing conditions. But despite its remarkable properties, fundamental challenges in formulation and manufacture have restricted its use to niche applications.

These challenges include inflexible chemical formulations that limit the product set; high levels of capital and operational costs associated with manufacturing; the damaging environmental impact of energy and chemical-intensive processes; and fixed, industrial-scale infrastructure necessary for production.



Dragonfly's Purpose & Core Strength

Dragonfly's advanced technology and production processes have been created to address these challenges. By enabling the widespread application of silica aerogel, we will make an enduring contribution to the fight against climate change. We will bring to the world the full potential of silica aerogel.

From formulation to application, Dragonfly's technology is uniquely versatile. From the manufacture of finished products to modular, distributed manufacturing, we create the aerogel solutions customers need while minimising the environmental and financial cost.

We are scaling up to maximise the versatility of our technology to bring to customers the benefits of a **flexible, integrated, sustainable and affordable** advanced material.

Job Description

Dragonfly Advanced Materials is in search of an experienced Operations Manager to lead the building, commissioning and safe day to day operation of our new 50tpa production and demonstration facility.

The ideal candidate will be capable of leading this important step in our journey. You will ensure that a safe, reliable, state of the art production facility is put in place, and operated and maintained, for the production of our novel products. You will build a competent and committed operations team and ensure that the plant operates in compliance with to all health, safety, and environmental regulations in accordance with UK laws. You should also be able to follow instructions and work positively and collaboratively in a team.

To be successful you should demonstrate passion and enthusiasm for advanced material production and chemical manufacturing processes and have practical problem-solving skills.

Key Duties and Responsibilities

- To safely lead and manage day to day operations of the new production facility.
- To lead the site in achieving excellence in health and safety, product quality, uptime, operational excellence and efficiency.
- Prior to commissioning, to develop and agree relevant Standard Operating Procedures and documents to support the basis of safety for the site.
- To oversee factory acceptance tests for key plant items, their installation into the facility and the successful commissioning of the plant.
- To achieve agreed targets for product output and quality.
- To lead process and operational improvements as understanding of the production process evolves.
- To put in place appropriate maintenance systems and processes.
- To maintain excellent standards of site appearance and housekeeping.
- Recording and reporting in relation to production, performance indicators, test results, maintenance and safety requirements.
- To manage the inbound and outbound materials supply chain and minimise WIP.
- Ensuring compliance with all relevant UK environmental policies and procedures, handling waste and hazardous substances.
- To manage relationships with external regulatory bodies and neighbours.
- Recruitment and training of the shift operations team (evolving as capacity grows).

Special features

- The production process involves the processing, handling and recovery of chemicals some of which are hazardous (flammable, corrosive). The successful candidate must have significant relevant experience of similar chemical manufacturing processes and be able to demonstrate their ability to achieve production targets whilst always putting safety first and adhering to relevant internal standards and national guidance, regulations and laws.
- This is a new production process and as a result there will be a level of uncertainty and change perhaps not normally seen in established processes. The Operations Manager must be comfortable with this and experienced enough to lead a first-time operational start up.



Evidence of the criteria below will be sought during the application and interview processes.

Essential

- Relevant experience in the processing of hazardous chemicals.
- Experience of commissioning and process start up.
- Recruiting, training and managing a production and maintenance team.
- Experience of successful continuous improvement processes.
- Knowledge of UK health and safety laws and the relevant chemical regulatory environment.
- A positive, flexible and adaptable approach.
- Capacity to work under pressure, in a fast-paced setting and to tight deadlines.
- Effective communication skills, both oral and written.
- A positive customer-centred focus.
- The ability to work effectively both independently and collaboratively within a team.
- Promote and contribute to a positive culture and working environment, valuing individual differences and encouraging and supporting diversity, equality and inclusion.
- Flexibility to work varying shifts, including weekends or public holidays, if necessary.
- Relevant IT skills.
- Full current driving licence.

Required Qualifications and Experience:

- Degree-level Qualification in Engineering (Chemical, Mechanical or Manufacturing Systems). Operations or Leadership Management.
- Chemicals manufacturing including processing of flammable / hazardous chemicals.
- Leadership of shift production teams.
- Proposing, agreeing and managing to achieve clear operations KPI's.

Desirable Qualifications and Experience:

- Knowledge of Good Manufacturing Practices (GMP), ISO standards.
- Commissioning of new processes.
- Hazard study protocols.
- Familiarity with quality assurance protocols and standards.

Contract and Benefits

Job Title: Operations Manager

Reports to: CEO

Contract: Permanent, full time: 37.5 hours a week.

Pension: Dragonfly operates a contributory Pension Scheme. Our business contributes 6% of salary, with minimum employee contribution of 4%. Additional personal contributions through a salary sacrifice arrangement can be requested.

Work Base: Dragonfly Production facility, Prudhoe, Northumberland, NE42 6PJ

Salary: £Competitive.

Annual Leave: 25 days plus bank holidays.

How to Apply

If you wish to be considered for this role, **please email your curriculum vitae, together with a covering statement** which should address your motivation for wanting to undertake the role of Manufacturing Technician with Dragonfly. Please include specific examples of what you have personally been responsible for and achieved and how that demonstrates you meet the requirements of the role and person specification. Please include your address and contact details.

To confidentially discuss the role in further detail please contact: recruitment@dragonflyinsulation.com with your name, contact details and a brief message and we will arrange a call.

To support our Equal Opportunities in Employment Policy you may be required to complete our Recruitment Monitoring Form. All information will be treated in confidence.

Closing date for applications: 28/3 2025

Interview date: TBC

Interview location: Dragonfly, Prudhoe, Northumberland, NE42 6PJ

Data Protection Act 2022

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those directly involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of one year and then confidentially destroyed.

If you are successful, your application form will be retained and form the basis of your personal record.

Information provided by you in the Recruitment Monitoring Form will be used to monitor Dragonfly Insulations policy on equal opportunities in employment.