



Job Description

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Owner: C.Horner

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Production Supervisor

JOB DESCRIPTION

Assist the Operations Manager responsible for the operation of the Manufacturing and Assembly areas in terms of production, quality, cost, delivery, technical, safety, and human resources, whilst respecting the defined goals. Responsible for the day to day management of people within production, to ensure company's targets and objectives are met to meet customer requirements, ensuring that staff comply with health, safety and standard operating procedures. Strive to continually improve using Lean tools to reduce costs, improve production and quality. Act with minimum supervision. Decisions and results have an impact on the function and their success. Performance affects the function's image. The position has a requirement for the applicant to be able to carry out shift work if required.

GENERAL AND TASK MANAGEMENT

- Lead by example, ensuring a safe and efficient work place is maintained at all times.
- Achieve the required company quality standards ensuring both internal and external customer satisfaction.
- Ensuring that Key Performance Indicators (KPI's) are monitored and targets achieved.
- Liaise and coordinate with support functions to progress issues concerning production planning and resource/skill allocation to ensure delivery of products to schedule within all relevant quality specifications
- Communicate with the teams by utilising the visual management, delivering shift briefs with focus on quality, cost and delivery, and gathering ideas for improvement.
- Drive performance of team members, giving direction and feedback to aid good performance.
- Ensure safe working practices are maintained and 'Standard Operations' adhered to.
- Ensure that non-conformance is challenged and counter-measures are agreed and implemented.
- Motivate the team to create a high-performance culture where improvement suggestions are embraced.
- Through the utilisation of lean manufacturing techniques, strive to exceed the Company targets in productivity, efficiency and quality on a continuous basis.
- Support the implementation of engineering changes, production trials, model change and prototype build.
- Report and act upon plant or machinery breakdowns to maintenance technicians.
- Promote Total Productive Maintenance procedures to further improve the availability of the line.
- Contribute in the improvement of working procedures by constantly looking for solutions to ensure the best productivity results of his/her machinery and ensuring compliance with procedures, operating instructions and work instructions.
- Ensure that internal delivery processes are adhered to support dispatch time windows.
- Support the resolution of Customer concerns. Identify and eliminate root cause using robust countermeasures. Sustain the corrective actions to eliminate repeat issues.
- Ensure all external and internal auditory standards and improvement requirements are met.

PEOPLE MANAGEMENT

- Supervise and control resource effectively to support customer delivery requirements and also Lean Manufacturing principles.
- Monitor and maintain company Absence Control Procedures to ensure maximum attendance levels.
- Deal with personnel issues on shift in line with Company Policy and Agreements.
- Responsible for training of operators for products and processes within the team.
- Conduct incident, accident and non-conformity investigations and associated reporting and action closure.
- Monitor the completion of tasks and ensure good performance and record on appropriate systems.
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviors expected of them.
- Ensure KPIs are met by working to the overall plan, including management of, and reporting.
- Provide product expertise within team, and respond to operator queries.
- Work proactively with support functions to fully define the processes/procedures/controls relevant to team activities. Provide support and input to continuous improvement activities within the team.

RELATIONSHIP MANAGEMENT

- Liaise and communicate with other departments and ensure an effective interface is maintained.
- Feedback to the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities, process and procedure improvements to optimise results and improve quality.

SELF MANAGEMENT

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures.
- Embraces personal challenge.
- Confident, rounded thinking.
- Is self aware.
- Is resilient, assertive, optimistic and open to change.
- Engages interest and participation of others and has a collaborative approach to working together.
- Actively Committed to team development.
- High levels of motivation and action orientated.

PERFORMANCE STANDARDS

Performance Standards are acceptable when:-

- Good standards of communication, initiative and relations with all other departments are achieved.
- The position holder understands and then carries out plans and objectives agreed with his/her line manager.
- A satisfactory performance is reached to maximise work output.
- The professional standards set out by the company are practiced at all times.

SKILLS AND ATTRIBUTES

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|-------------------------------------|--|---|
| <p>SKILLS AND EXPERIENCE</p> | <ul style="list-style-type: none"> • Good Problem solving / organisational skills. • Worked in a factory environment. • Team player – though capable of working on own initiative. • Experience of dealing with demanding customers. • Good communication skills at all levels. • People Person • Time Management Skills • Adapt to change and varying situations. | <ul style="list-style-type: none"> • OEE experience. • 5S/Kaizen knowledge. • Automotive experience • Ability to use Microsoft Office to intermediate level or above. |
| <p>PERSONALITY</p> | <ul style="list-style-type: none"> • Self-motivator. • Flexible. • Resilient. • Confident. | |

NB

This role may be developed/changed and as and when necessary amended to take into account changed within the organization in line with the Company's goals, objectives, contractual and legal obligations.