Brett Martin

JOB DESCRIPTION

Job Title: *PRODUCTION TEAM LEADER*

Responsible to: *Production / Business Unit Manager*

Main Purpose: *Responsible for all aspects of supervision, production, quality, training, safety, reporting, housekeeping and discipline in all areas under your control.*

Main tasks and duties

Supervision

- Responsible for the supervision of all the employees under your control at any time;

- Manage the day to day operations within the department according to the instructions from the Department Manager, utilising the available employees to guarantee the most efficient use of employees, machinery and materials.

Production

- Responsible for efficiently planning, organising, monitoring and controlling all aspects of production;

- Plan the daily production, allocate duties, organise material supplies, direct product removal, co-ordinate breaks, overtime, etc., and advise and assist the team where necessary;

- Establish priorities to meet order deadlines and organise supplies of all materials ensuring they are available when required.

Quality

- Ensure that you and your team have an awareness of the Quality Manual and an understanding of the Quality Plans and any other Quality documents relating to production and ensure the implementation of the requirements stated in these documents;

- Ensure regular inspections of departmental production, record the findings, take remedial action when required and ensure that only acceptable product is labelled and packaged for despatch;

- Undertake daily quality over-checks of the output of your shift;

- Ensure ownership and accountability for the quality of output.

Training

- Ensure that all employees under your control are fully trained;

- Ensure that any employee working in the department, on a temporary basis has been adequately trained to carry out any duties to which they are assigned;

- Co-ordinate training for employees with Human Resources/ Training Co-ordinator as required;

- Deliver training and undertake training validations as required;

- Maintain training records for all employees, including temporary operators in the department. These records should detail the area in which the employee has been trained, the identity of the person who approved or reviewed the competence of the employee and the date on which such competence was approved or reviewed.

Health & Safety

- Responsible for all aspects of safety within the department as per the Health and Safety Manual, Training Manuals and Risk Assessments;

- Ensure that all machines are properly guarded and maintained;

- Ensure that Personal Protective Equipment has been issued and is correctly worn, when necessary;

- Ensure that all safety equipment supplied by the Company is accessible and maintained in an operational state.

Reporting

- Responsible for ensuring the accuracy and completeness of all reporting from within the department, both on hard copy and on computer. (Reporting can include the production, process and quality control information as well as any other reports required, from time to time, by Management.)

- Ensure records are kept up-to-date and accurate for all performance criteria for example:-

    - Production performance by department / machine / product group
    - Stock
    - Scrap
    - Time-keeping
    - Training

Housekeeping

- Maintain a high standard of housekeeping within the department and any ancillary areas such as stores and the surrounding yard;

- The workplace must be kept neat and tidy at all times and all waste material or product dealt with, as directed, in a prompt manner;

- Ensure commitment to and compliance with Company TPM and 5S practices.

Communications

- Ensure that communications are maintained at the highest possible level, keeping the management team informed of impending situations which could develop into more serious problems;
- Ensure the team are kept fully briefed regarding the work and performance required from them and give direction and support to ensure that tasks are completed on time;
- Ensure that all dealings with the team are objective and impartial;
- Comply with the Company’s Team Briefing process.

People Management

- Ensure compliance with the Company's Equal Opportunity Policy;
- Responsibility for the management for all employees in your team, to include employee relations, employee development and employee resourcing. Implement disciplinary procedures up to (and including) first written warning level;
- Ensure that you are aware of and comply with all Company regulations, as contained in the Employee Handbook, Work Instructions and other control documentation;
- Maintain acceptable standards of behaviour, attendance, time-keeping, etc., as detailed in the Employee Handbook and other control documentation
- Ensure that the Company Attendance Management Policy is implemented;
- Conduct appraisals / GROW reviews on a quarterly basis for technical and production operatives.

Other Duties

- The Team Leader, from time to time, will be required to carry out other duties, projects, etc., as directed by the Department Manager.