

JOB DESCRIPTION



Job Title: Production Shift Manager	Location: DSE Hunmanby
Department: Production	Contract: Permanent, Full Time
Reports To: Production Manager	Direct Reports: Assistant Shift Supervisor, Repairs Technician, Production Line Support, Shift Operators

1.0 Job Summary & Role

The main objective of this role is to increase productivity whilst maintaining a high standard of product quality, cost efficiencies and team member performance to and beyond accredited standards.

This is to be achieved through a 'hand's on' approach with effective leadership and a culture of continuous improvement and lean manufacturing methodologies, whilst promoting an environment for team members to reach their full potential.

The Production Shift Manager will:

- Manage a team of production operatives and ensure the manning of all operations during the shift.
- Work in a fast-paced production environment, this position covers the undertaking of a range of tasks within the manufacture of high quality electronic control systems.
- Follow Standard Operating Procedures, Standard Epicor Procedures and Standard Build Procedures to deliver a good quality product.
- Strive to achieve company targets and objectives
- Support, coach, mentor and train all operatives on their shift to achieve the level of Quality, Efficiency and Reliability required by Deep Sea Electronics Production Management.
- Have a positive can-do attitude
- Stand – in for the Production Manager in their absence



2.0 Key Responsibilities & Main Duties

- Maintain and improve the production machinery's efficiency and maximum running time.
- This is a managerial role with hands on duties when required.
- Train and develop team members to create a high-performance manufacturing team.
- Develop and implement training for appropriate employees on existing and new production machinery. All training must be completed and signed off in Starling.
- Liaise with product development team to ensure all our products are designed for efficient manufacturing.
- Manage team attendance and log in PeopleHR any deviation from the Base Hours (lateness, appointments, other absences).
- Manage sickness and perform Return to Work and monitor Bradford Factor and run with HR the informal sickness reviews.
- Ensure Production Operations are confirmed correctly in Epicor and Production Jobs are closed after packing.
- Manage overtime on their shift and plan week-end overtime.
- Introduce and manage new processes and procedures.
- Discuss previous week Quality KPIs (provided by Industrial) and ensure shift team learns and improves.
- Discuss previous week OEE with team members and ensure corrective actions are taken where necessary
- Actively participate in daily / weekly meetings, contribute with analysis and support production planning in identifying the optimum sequence of jobs.
- Ensure regular maintenance programs are completed for all parts and machinery.
- Set and ensure operators and machinery are achieving set targets.
- Ensure the correct SOPs are used and adhered to for each production operation.
- Ensure the manufacturing process operates effectively, reducing costly inefficiencies to a minimum
- Ensure the manufacturing equipment is in good working order for maximum product throughput, whilst achieving the highest levels of quality
- Implement cost-saving initiatives that remove non-value-added steps from the process, consequently saving time and money without impacting the quality of the finished product.
- Complete relevant reports and data charts on production related process performance
- Ensure team members adhere to the Company's employment and health & safety policies.
- Ensure team members work to high safety standards.
- Ensure the Skills Matrix is managed, and all operators are appropriately trained for the tasks they are doing.
- Ensure the appropriate level of housekeeping, cleanliness and 5S are achieved and maintained during the shift and at hand-over.
- Stand – in for the Production Manager in their absence.



3.0 Internal & External Relationships

Liaise with Quality Department, Health and Safety Responsible, Engineering and Management.

4.0 Key Performance Indicators

- Ensure maximum machine availability.
- Effective close working and communication with management and production teams.
- The continuous improvement of efficiency, quality, and utilisation.
- Able to understand the product and machinery flow throughout all production processes.
- Lean manufacturing skills.

5.0 Essential/Desirable Factors

Knowledge	
<p>Essential:</p> <ul style="list-style-type: none"> • Manufacturing environment • People management • MRP • Excel • Health & Safety policies in a manufacturing environment 	<p>Desirable:</p> <ul style="list-style-type: none"> • LEAN Manufacturing • Cost-saving initiatives • Maintenance programs
Skills & Attributes	
<p>Essential:</p> <ul style="list-style-type: none"> • Ability to lead by example with a hands-on approach • Demonstrate a positive and enthusiastic attitude. • Ability to train, coach and mentor their team • Attention to detail. • Well organised • Excellent communication skills 	<p>Desirable:</p> <ul style="list-style-type: none"> • Proactive problem solver • Strategic thinker • Action orientated • Active listener



JOB DESCRIPTION



Experience	
<p>Essential:</p> <ul style="list-style-type: none"> • Experience in people management and leading a large team • Applying HR policies and procedures • Confident IT skills • Previous experience in managing teams 	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience in a high turnover Manufacturing environment
Qualifications	
<p>Essential:</p> <ul style="list-style-type: none"> • HNC in a Manufacturing related Discipline 	<p>Desirable:</p> <ul style="list-style-type: none"> • Educated to HNC level in Electrical/Electronic Engineering or relevant industry experience.

Created by	Dated Created
Tudor Baltatu	20/05/2022

