

<b>Job Title: Production Assistant Supervisor</b>	<b>Location: Hunmanby</b>
<b>Department: Production</b>	<b>Contract: Permanent</b>
<b>Reports To: Production Shift Manager</b>	<b>Direct Reports: Shift Operators</b>

## 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 and Company targets/objectives.

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.

## 2.0 Key Responsibilities & Main Duties

- Maintain and improve the production machinery's efficiency and maximum running time.
- 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.
- Prepare and communicate project developments and progress to management and production teams.
- Liaise with product development team to ensure all our products are designed for efficient manufacturing.
- Implement and sustain Improvement initiatives.
- Introduce and manage new processes and procedures.
- Introduce and manage quality reporting.
- Report key performance indicators.
- 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.



## JOB DESCRIPTION & PERSON SPECIFICATION



- 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 Training Matrix is managed, and all operators are appropriately trained for the tasks they are doing.

### 3.0 Internal & External Relationships

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

<b>Knowledge</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Manufacturing environment</li> <li>• People management</li> <li>• MRP</li> <li>• Excel</li> <li>• Health &amp; Safety policies in a manufacturing environment</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• LEAN training</li> <li>• Working knowledge in electronic equipment covering both digital and analogue circuitry.</li> <li>• Cost-saving initiatives</li> <li>• Maintenance programs</li> </ul>
<b>Skills &amp; Attributes</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Attention to detail.</li> <li>• Well organised</li> <li>• Excellent communication skills</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Proactive problem solver</li> <li>• Strategic thinker</li> <li>• Action orientated.</li> </ul>



## JOB DESCRIPTION & PERSON SPECIFICATION



<ul style="list-style-type: none"> <li>• Ability to operate under own initiative as well as possessing strong team working skills.</li> <li>• Demonstrate a positive and enthusiastic attitude.</li> <li>• Ability to train, coach and mentor their team</li> </ul>	<ul style="list-style-type: none"> <li>• Active listener</li> </ul>
<b>Experience</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Manufacturing Environment</li> <li>• Confident IT skills</li> <li>• Experience in a supervisor / Team Leader position</li> </ul>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience in people management and supervising a large team</li> <li>• Previous experience in electronics environment</li> <li>• Applying HR policies and procedures</li> </ul>
<b>Qualifications</b>	
<p>Essential:</p>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>• Educated to NVQ level in Electrical/Electronic Engineering or relevant industry experience.</li> </ul>

<b>Created by</b>	<b>Dated Created</b>
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