

Role profile	PRODUCTION GROUP LEADER
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Incumbent:	Refer to organisation chart	Reports to:	Production Manager
Team	Production		
Education	HNC / HND level preferably in manufacturing / engineering. IOSH managing safely. Computer literate.		
Experience:	<ul style="list-style-type: none"> • Experience within a machining or manufacturing environment. • Supervisory/Management experience. • Experience in Lean and CI. • Experience in problem solving tools and techniques • Experience of MRP / ERP systems. • Experience working in ISO9001/TS16949/ISO14001/OHSAS18001 environments. 		

Job Purpose / Objectives:	<ul style="list-style-type: none"> • Manage assigned section operators / setters in all aspects of production ensuring the on time delivery of the production plan to the defined quality standards. • Ensure product quality is maintained throughout the process. • Ensure production issues are fully investigated and root cause established, containing issues where necessary. Where appropriate, raising, escalating and following up on NCRs in a timely manner. • Ensure the safe and efficient operation of machines, equipment and processes focussing on improving output, part quality and reducing downtime. • Work in adherence to the departmental procedures to achieve best in class service and maintain company quality procedures. • Oversee and address all section staff discipline or grievance issues with the assistance of the HR department. • Work with production engineering to ensure continual improvement of the section. • Ensure the section has the required skills to operate at full capacity, in line with the production plan. • Able to make fast decisions in a high pressure environment while following the company's policies and procedures. • Lead 6's' improvements within assigned section and support the department and business achievement of the highest standard. • Work closely with other section leaders to ensure effective production handovers. • Ensure section communication board is updated with relevant information at all times. • Ensure section time & attendance systems are updated and managed daily along with ERP controls. • Carry out regular section communication briefs including 'tool box talks' focusing on continuous improvement.
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- Ensure shop floor management of IT systems in a “real time” environment using the data to focus on continuous improvement.
- Ensure section adheres to and continually develops ISO/TS16949, OHSAS18001 & ISO14001 and Company Health, Safety and Environmental policies.
- Exhibit a positive can do attitude.

Job Responsibilities and Major Activities / Tasks:

- Lead operators / setters within the designated section, taking ownership for all aspects of production.
- Ensure that the section work to their standard operation instructions and meet or exceed the requirements of productivity, quality, health, safety and environment.
- Ensure all personnel wear appropriate PPE at all times and observe health, safety and environmental requirements. Review and support risk assessments.
- Manage the issue of consumable materials and PPE.
- Responsible for intervening in the production process to ensure product and process adherence working with support functions as required.
- Monitor production, recording daily performance in absolute detail of parts produced / OK /NOK/rework and downtime and in co-ordination with others develop improvement plans.
- Ensure the adherence to the production plan in quality, quantity and priority calling upon the services of support functions to ensure this happens.
- Drive and monitor SMED activities on changeovers, demonstrating impact on area performance.
- Drive 6's' activities within the section and assist with other areas and departments as required.
- Ensure product is correctly identified at all times, both physically and electronically within the ERP system.
- Ensure resource is always effectively utilised.
- Ensure operator TPM is implemented and corrective actions are documented and followed up.