**JOB DESCRIPTION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** | **Team Leader - Rigid Assembly** | | | | | | **Version number:** | | | 2 |
| **Reports to:** | Production Manager | | | | **Dept** | | Rigid Assembly (Manufacturing) | | | |
| **Role purpose:** | To lead a team of Assembly team members in the manufacture of kitchen product to specification. Ensures the daily manufacturing plans are executed right first time, on time and in full, and in doing so ensures that the highest levels of safety, quality and efficiency are set and achieved. | | | | | | | | | |
| **Key Responsibilities**  **and Accountabilities:** | * Ensures correct labour hours and other resources are deployed across the team to enable the timely and efficient execution of production plans. * Ensures all processes and equipment are operating efficiently and in compliance with Health & Safety policies and procedures. * Ensures team performance and efficiencies are achieved and maintained within stated expectations. Conducts individual appraisals (PDRs) in accordance with current policy and feeds back and engages the team with regards to objectives and performance. * Ensures all plans, systems, processes and standards of work are adhered to and improved. * Resolves general problems and issues as they arise * Identifies, plans, and organises the delivery of skills training to meet required levels of flexibility and rotation within the team and across the department. * Manages team absence and conducts “return to work interviews” * Ensures appropriate quality standards and disciplines are being adhered to and all outputs meet required quality standards * Covers for absenteeism as appropriate by stepping in for team members and other Team Leaders as appropriate. * Provides daily/weekly feedback to the Manager regarding KPI’s and key result areas including outputs, team and process performance, conduct or capabilities * Leads by example through personal actions and behaviours within the department. Demonstrates and fosters a strong team working culture with the team and across manufacturing. * Communicates informally and formally with the team as appropriate to ensure the team is fully informed of company policies, any issues impacting the team, takes feedback from them and undertakes actions appropriately. * Manages the team’s holidays and ensures appropriate cover is maintained in line with output requirements. * Drives continuous improvement projects in own area and cross functionally * Ensures all areas under their leadership are kept and maintained to a high standard of cleanliness and organisation in adherence with standard work and operating procedures. | | | | | | | | | |
| **People Management:** | **Manages people?** | | | | | | | No\* | | |
| **Responsible for:**  Allocation of work (task based)  Setting direction (objective based)  Ensure conformance to standards by team to standards, eg quality, H&S etc and raise any issues/concerns with the Department Manager | | | | | | | Yes  Yes  Yes | | |
| **No of direct reports:** | | | | | | | None | | |
| **Overall team size (headcount):** | | | | | | | Circa 45 | | |
| **Other People Mgt comments:** | \*The Team Leader is responsible for managing the team as a resource, but ultimate responsibility for the department and the team lies with the Department Manager. | | | | | | | | | |
| **Financial:** | **Cost centre manager** | | | No | |  | | | | |
| **CAPEX responsibility** | | | No | |  | | | | |
| **P&L responsibility** | | | No | |  | | | | |
| **Other Financial Impact comments:** | Minimise remedial and scrap costs through quality checking | | | | | | | | | |
| **Key Relationships:**  **(level, nature & purpose)** | **Within own department:**  Maintain continuity by providing support and absence cover for other Team Leaders and colleagues, as much as is feasible. Team Leaders are expected to undertake production operatives/machinist roles, within the limits of their experience and training, to cover for absences.  **External suppliers:**  No contact on a regular basis.  **External customers:**  Customer service is paramount. It is critical that all external customers are supplied right first time, on-time-in-full.  **Internal suppliers:**   * Works closely with internal suppliers to maintain strong team working relationships to ensure processes and system operate effectively. * QA, Technical, Planning, Machine Shop, Paint Shop, Raw Materials warehouse, are the main relevant internal suppliers.   **Internal customers:**  Works closely with all other teams across Manufacturing and operations to ensure service levels are met and outputs supplied in a timely and efficient manner.  Main internal customers; Warehouse, Customer Services, Planning | | | | | | | | | |
| **Other relationship comments:** | Accountable to the Assembly Department Manager | | | | | | | | | |
| **Skills, knowledge**  **and experience:** | **Essential:** | | * Leads by example through personal actions and behaviours * Positive attitude towards change   Continuous Improvement experience & skills.   * Proven ability to meet targets and KPIs. * Sets high standards * Committed, self-motivated, can-do attitude * Good organisational and prioritisation skills * Good communication skills * Good health and safety awareness * Effective motivator of team members * Effective problem-solving skills * Be able to direct and allocate tasks to team members * First aid qualification or willing to complete the required training | | | | | | | |
| **Desirable:** | | Knowledge of timber technology, wood machining, assembly & furniture construction.  Previous team leading or management experience preferred.  Relevant formal Safety and Team leading training or qualifications.  Relevant industry NVQs/C&G or similar qualifications. | | | | | | | |
| **Any other comments:** |  | | | | | | | | | |
| **Created by:** | **Manager:** | Steven Marsh, Production Manager | | | | | **Date:** | | 23/01/19 | |
| **HR:** | Alison Waller, Head of HR | | | | | **Date:** | | 23/01/19 | |