

## CANDIDATE SPECIFICATION



<b>JOB TITLE</b>	Supervisor (Manufacturing)	
<b>REPORTING TO</b>	Operations Manager	
<b>DEPARTMENT/SUB DEPARTMENT</b>	Manufacturing	
<b>LOCATION</b>	St Neots, Electronics	
<b>OVERALL PURPOSE</b>		
Accomplishes department objectives by supervising staff; organising and monitoring work process on a day to day basis of their specific area.		
<b>PRINCIPLE ACCOUNTABILITIES</b>		
<ul style="list-style-type: none"> <li>▪ Ensuring the completion of any tasks that are assigned to the team by the department Manager.</li> <li>▪ Managing the creation and delivery of the daily production plan.</li> <li>▪ Carry out Stage kitting and prepare build stages for single piece flow production.</li> <li>▪ Ensure production standards are adhered to and standard work instructions are followed. Monitor the build process through layered auditing and Andon systems.</li> <li>▪ Monitor single piece flow stages and ensure performance to agreed TAKT times.</li> <li>▪ Reviewing daily performance to Safety, Quality, Cost &amp; Delivery (SQCD) KPI's and ensure effective corrective actions are in place for any deviation to agree targets.</li> <li>▪ Ensuring that all team members understand and adhere to the Company rules &amp; procedures.</li> <li>▪ Monitoring the attendance and timekeeping of all team members.</li> <li>▪ Approving and managing staff holidays to minimise the disruption to the production schedule.</li> <li>▪ Play an active role in the recruitment and selection process for their team.</li> <li>▪ Attend first level disciplinaries and grievances.</li> <li>▪ Complete all performance reviews for their team.</li> <li>▪ Assessing the skills and performance levels of all team members and for identifying/carrying out additional training as necessary.</li> <li>▪ Ensuring that team members operate in accordance with quality procedures (QMS).</li> <li>▪ To assist in identifying methods for continuous improvement.</li> <li>▪ To be responsible for the safe working of all team members and ensuring the adherence to all Company H&amp;S policies.</li> <li>▪ To ensure all Company rules and regulations are met and to initiate appropriate corrective action and/or the Company disciplinary procedures when required.</li> <li>▪ Responsible for making sure an excellent standard of housekeeping is maintained in the areas that they manage.</li> <li>▪ To continually monitor quality and absence levels of all staff and address accordingly.</li> <li>▪ Complete corrective actions on time.</li> <li>▪ In addition to the above you may be required to perform other duties as requested by the Manager and/or VP.</li> </ul> <p style="margin-left: 40px;">This is not an exhaustive list.</p>		
<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Degree or equivalent		✓
Maths/English GCSE, grade C or above	✓	
IOSH or NEBOSH Qualification		✓

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Engineering Apprenticeship Papers		✓
<b>EXPERIENCE/ SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Supervisory experience		✓
Experience of working within the Manufacturing industry	✓	
Able to work in a fast paced, varied, and demanding environment	✓	
Ability to work independently whilst collaborating in a team environment	✓	
Ability to communicate clearly to team and management	✓	
Able to delegate tasks	✓	
Able to discuss and resolve problems	✓	
Ability to work under pressure and to deadlines	✓	
Microsoft Office including Word, Excel & Outlook	✓	
<b>PERSONAL SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	