



## **MANUFACTURING TEAM LEADER**

**Department:** Operations (Manufacturing)  
**Reporting to:** Manufacturing Supervisor  
**Responsible for:** Production Operators

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### **OVERVIEW**

Reporting to the Manufacturing Supervisor, you will be responsible for leading and developing a team of high performing Production Operators, ensuring the smooth running of the Production department whilst focusing on achieving business targets.

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### **WHAT YOU'LL BE DOING:**

- Provide first tier leadership and line management to the team.
  - Encouraging teamwork to ensure productivity and KPI targets are met for the following: Target vs actual, OTD (on time delivery), job efficiencies and Quality.
  - Motivate all team members to achieve maximum results whilst maintaining moral and job satisfaction.
  - Working closely with the Quality team to ensure high standards are met throughout the production area.
  - Manage holiday requirements and return to work interviews.
  - Manage work order closures and stock control transactions.
  - Manage and develop a team of 'high performance culture' operators.
  - Perform root cause analysis and resolve problems.
  - Working closely with manufacturing process support to provide basic training in all areas and ensure targets are met with efficiency and minimum wastage.
  - Identify business improvement opportunities within the organization.
  - Work closely with other Team Leaders
- ensuring optimum efficiencies are gained across all departments.
  - Monitor and maintain all safety equipment and tools.
  - Ensure full adherence to 5S (Sort, Set in Order, Shine, Standardise, Sustain) practices at all times.
  - Develop the team by focusing on individual performance and support requirements to achieve high standards, whilst fostering a culture of Continuous Improvement.
  - Compliance with company procedures as detailed in the Quality Management System.
  - Ensure company policies and procedures are followed including Health & Safety.
  - Monitor time and attendance and ensure compliance with Company procedures.
  - To implement lean tools and continuous improvement techniques (VSM/Process mapping/8 wastes etc.).
  - Conduct daily team briefings with staff outlining business requirements against planned events.
  - Work closely with the Production engineering team to ensure all equipment, jigs and tools are in good working order



## WHAT YOU'LL NEED:

- A good level of GCSE maths and English, or equivalent.
- Experience with working in a busy Manufacturing environment.
- Leadership role experience.
- Experience with manufacturing processes.
- Experience with Epicor ERP system.
- The ability to lead complex team activities.
- Inspection process knowledge.
- Problem solving with innovation skills - Proactively working to address problems and issues not letting them get to crisis.
- Energetic with a can-do attitude.
- Team working skills - Demonstrates personal commitment to the team.
- Strong leadership qualities.
- A strong ability to communicate business information in a way that motivates staff.
- Strong communication, team working and people skills.
- Excellent verbal and written communication skills.
- The ability to adapt and promote change in a positive manner.
- Be able to monitor time and attendance and ensure compliance with Company procedures.
- Organised and able to use own initiative, deal with minor staff issues.
- Awareness of Health & Safety.

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## DESIRABLE:

- Leadership and management NVQ level 2 or above, or equivalent.
- Lean management training certificate.
- Experience with implementing lean management methodologies.
- Previous team leading experience.
- Continuous improvement experience.
- Experience with producing KPI's.
- Lean management principles.

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## CORE COMPANY COMPETENCIES:

1. **Safety** – It's important to our customers and our employees. It's why we're in business.
2. **People** – Where talented people are empowered and inspired to contribute, grow and thrive.
3. **Innovation** – We like to lead, shape the market and challenge the norm.
4. **Responsibility** – Success on any major scale requires us to accept responsibility. We embrace responsibility and take ownership in all that we do.
5. **Integrity** – Always honest, open, ethical, and fair. People trust us to stick to our word.
6. **Teamwork** – Close collaboration is vital to success at all levels. Teamwork stands as one of our highest priority.



**COMPETENCIES:**

1. Leadership
2. Innovation
3. Coaching / Mentoring
4. Change Management
5. Accuracy
6. Self-awareness