

Job title:	Lead Production Coordinator
Department:	Pipe & Wire
Reports to:	Senior Lead Production Coordinator
Responsible for:	Leadership & supervision of the P&W line production operators
Location:	DEW – Unit 1
Hours of Work:	37 hours p/wk. Over 4 days 06:30-16:00
Closing date:	

Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. All employees of our organisation are asked to represent our core values in all their business dealings, and candidates are required to demonstrate their understanding and commitment to representing these values. Our core values are Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



Job Purpose:

Effectively lead and supervise a manufacturing team to ensure that they achieve production, quality and H&S targets, maintaining high levels of morale/motivation fully utilising the skills and resources of the team to an optimum level. Carry out any other duties and responsibilities deemed appropriate to support business needs.

- People Management
- Production and Resource Management
- Quality and Continuous Improvement
- Health, Safety and Environment
- Training and Development
- Supporting Production Coordinators
- Deputising for the Production Manager

Main Duties and Responsibilities:

- Review production achievement against forecast, and in case of shortfall help your Manager develop recovery plans
- Use the company business systems to obtain key data
- To liaise effectively and professionally with internal and external customers, providing clear and reliable information, obtaining feedback in a timely manner
- Ensure achievement of delivery, costs and quality targets
- To control and authorise all non-productive bookings and ensure accuracy of section time records
- To aid and support whenever problems within the team occur, particularly where they are likely to result in disruption to output, quality, ensuring timely communication and liaison with immediate Manager
- Identify out of balance operations
- Make minor adjustments to line balancing for achievement of output
- Report issues affecting throughput to your manager in a timely manner
- Ensure a good level of activity is always maintained, avoiding lost time



- To coordinate and optimise the available labour to achieve output & product mix
- Achieve completion of jobs within takt times whilst maintaining quality
- Ensure team members understand their job roles and responsibilities to achieve required production & quality requirements
- Ensure team members understand the jobs to be completed within their footprint
- Provide leadership and motivation to both the team and individuals
- Set clear focused and achievable targets for individuals and team and frequently monitor and evaluate progress. Provide formal feedback to individuals who underperform.
- Deal with any issues within the team including absence management (using the Bradford factor), poor performance and where appropriate, initiate low level disciplinary action and investigations
- Conduct return to work interviews for 'short period' absence
- Hold regular meetings/briefings with the team
- Allocation of manpower to specific operations to achieve the required level of flexibility within the department
- Ensure work / task allocation is fair and that people are rotated
- Where required give full assistance in instances where the company's disciplinary procedure should be used
- Encourage a positive attitude towards all aspects of work
- Promote and practice product quality ownership and 6S

Quality & Environmental Responsibilities:

- Ensure self and team comply with agreed quality standards and resolve issues by developing corrective action plans
- To regularly and proactively monitor processes and systems with the team to find ways of reducing cost and waste, whilst improving productivity and maintaining quality
- Operate to the 6s best practice housekeeping system, conducting workplace audits
- Assist with communication and promotion of best practice tools and techniques to derive benefits for the company and its customers
- To participate in quality assurance activities carrying out product audits, operator audits, jig checking, verifying compliance to drawings and specifications
- Ensure team members understand internal and external customer relationships and work within the framework of a no faults forward culture
- To participate in quality assurance activities carrying out product audits, operator audits, jig checking, verifying compliance to drawings and specifications
- Ensure team members understand internal and external customer relationships and work within the framework of a no faults forward culture
- Regularly audit and monitor quality within zone
- Ensure team members understand and work to quality care points
- Ensure implementation of agreed corrective actions fed back from PDI and quality audits
- Promote quality ownership

Dennis Eagle Ltd is an equal opportunities employer and we welcome applications from all candidates.

If you have any queries or would like to apply for the role, please contact Alice Walden
alice.walden@dennis-eagle.co.uk



Criteria	Essential / Desirable
Knowledge	
Previous experience	E
Manufacturing	E
Related product	E
Team supervision	E
Must have 2 years' experience as a Production Coordinator within DE	
People management	E
Training others	E
Target driven production	E
Single-line process	E
ISO 9001 & 14001	D
Writing and editing reports and recording in a structured manner	D
Experience	
H&S	D
Handling formal low-level employee relations hearings (Disciplinarys, Grievances)	D
Absence Management – short term	D
Education / Qualifications	
NVQ3/HNC	D
Team Building	D
Time management	D
Qualification in a production related subject	E
5 years minimum experience in relevant industry	E
IOSH 4 Day	D
Job-related skills & abilities	
Ability to communicate at all levels in the business	E
Well-developed problem-solving techniques	E
Attention to detail	E
Ability to logically work through problems and provide step by step plan	E
Ability to present progress in a concise manner	E
PC literate	E
Proven ability to manage in a workshop environment	D
Ability to motivate and mentor a team	E
Ability to manage unexpected events against tight timeframes	E
Ability to make reasoned decisions	E
Willing to seek progression into other positions	D
Other requirements	
Weekday o/time	E
Weekend o/time	E
Flexible	E
Travel	E

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.



Employee name _____

Employee signature _____

Date _____

Manager name _____

Manager signature _____

Date _____

