

Job title:	Lead Production Co-Ordinator
Department:	Manufacturing
Reports to:	Workshop Manager
Responsible for:	Production Co-Ordinators, Fabricator / Welder, Electrical / Hydraulic Fitter, Final Fit Operator, Semi-Skilled Fitter
Location:	Worksop
Hours of Work:	40 hours per week. Monday to Thursday, 6am to 4:30pm
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:

Lead the designated area of manufacturing. Report on the progress of the area and communicate any issues that may hinder objectives being achieved. Lead and mentor team members in a positive environment. Work as a member of the supervisory team; working together to maximise quality, cost, delivery and efficiency. Effectively co-ordinate the area to ensure H&S, Quality & Production targets are achieved.

Main Duties and Responsibilities:

- **Health & Safety** – understand and promote awareness of H&S. Investigate accidents or H&S concerns with the area and make recommendations on improvements. Ensure a good level of Housekeeping in the area of responsibility. Ensure accidents and Near Misses are reported accurately and in a timely fashion. Lead a mentality of continual improvement in the respects of the environment being worked in and the health, safety and welfare of the team members. Oversee monthly inspections for the area and that they are submitted to management on time.
- **Quality & Continuous Improvement** – assist with communication and promotion of best practice tools and techniques. Regularly monitor and audit quality in the area and take ownership. Support investigations when issues arise. Ensure production processes, practices and procedures have quality embedded within them. Lead a culture of Continuous Improvement in the area and complete Kaizen Trackers when improvements are made.
- **Culture, Attitude & Leadership** - Lead and promote a culture that is positive. H&S, Quality & Cost are at the forefront of all decisions. Supervise your team with a critical



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eye and always aim to exceed the expectations of the customer. Treat team members with empathy and compassion. Promote the Company Values and engrain them into daily life. Mentor your team so that we can achieve the best possible outcomes for our employees.

- **People Co-ordination** - ensure team members understand the jobs to be completed within their footprint. Ensure work / task allocation is fair and that people are rotated where possible. Encourage a positive attitude to all aspects of work. Promote and practice product Quality & Continuous Improvement. Ensure H&S is at the forefront of the teams daily life and treated as the number one priority. Conduct annual PDRs of the team members. Conduct Return to Work interviews.
- **Production & Resource Co-ordination** Provide assistance and support whenever problems within the team occur; particularly when they are likely to result in disruption to output, quality or add cost to the product. Report issues to the Workshop Manager in a timely fashion. Co-ordinate and optimise the available labour to achieve output and product mix. Achieve completion of jobs within the takt times whilst maintaining quality. Ensure takt times are achievable and monitored. Develop team members so that times are consistently achieved. Report to the Workshop Manager when times can't be achieved. Liaise with and support the Engineering department in the development of new products, review of current products and dealing with issues that affect production.
- **Supervision** - Overtime shifts (evenings, Friday's, weekend's) to be covered on a rota basis. The rota will be issued on a yearly basis so that forward planning / notice is not an issue. Oversee other areas to cover for holidays and absence.

Quality & Environmental Responsibilities:

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

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	
• Knowledge of the products	D
• Health & Safety in the workplace	E
• A working knowledge of Continuous Improvement, Lean Manufacturing & 5S	E
Experience	
• Previous experience working in a manufacturing environment	E
• Two years' experience working in Manufacturing Engineering or Commercial Vehicle industry	D
• Previous experience of leading or supervising a team	E
• Experience of working to deadlines	E
Education / Qualifications	
• Good level of education in English, Maths and Science	E
• A recognised vocational qualification, or equivalent, relevant to manufacturing or engineering	E
Job-related skills & abilities	
• Good problem solving skills and techniques	E
• Ability to communicate progress in a concise manner	E
• Computer literate (Outlook, Word, Excel)	E
• Willing to learn and develop skills & always striving for self-improvement	E
• Shows initiative and leads by example	E
• Proven ability to supervise in a manufacturing environment	E
• Ability to motivate and mentor a team.	E
• Positive attitude when dealing with all situations	E
• Willing to seek progression into other areas	D
• Ability to cope with unexpected events or tight timeframes.	E
• Ability to make reasoned decisions but listens to others opinions and ideas with an open mind	E
• High level of attention to detail	E
• Able to build good rapport with colleagues at all levels.	E
Other requirements	
• Weekday and weekend overtime to support the needs of the business.	E
• Supervise the overtime shifts on a rota basis	E
• Key holder for unlocking and locking up	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 _____

