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| c  **Job Description / Specification** | |
| **Job Title:** | **Assembly Resource Lead** |
| **Reporting To** | |
| **Job Title:** | **Manufacturing Manager** |
| **Location** | |
| **Department:** | **Operations** |
| **Organisation Structure** | |
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| **Purpose of the Position** | |
| To improve and drive the factory manufacturing Assembly process to deliver industry best timescales, whilst improving factory efficiency, quality and reducing operational costs. | |

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| **Key Responsibilities** | |
| 1 | Have full ownership of Production Assembly capacity and production work centres |
| 2 | Champion of change to deliver industry best manufacturing lead times |
| 3 | Execution of the daily production |
| 4 | To lead the introduction of Continuous Improvement projects which will improve quality, reduce production lead-times, enhance manufacturing flexibility and reduce costs |
| 5 | To actively manage labour costs, material scrap, expendables to maximise gross Manufacturing Efficiency and Operational performance |
| 6 | Develop a continuous improvement culture in the Assembly manufacturing team |
| 7 | Engage directly with other functional areas such as Design, Technical and Engineering |
| 8 | Ensure that planning parameters including work-centre capacities are reviewed to ensure bottlenecks in capacity are identified and eliminated |
| 9 | Develop and own appropriate departmental KPI’s to ensure performance and improvement is measured and acted on |
| 10 | To manage, support and develop through training, mentoring and skills management the Cell Leaders and Productions teams to ensure effective performance |
| 11 | Ensure Health and Safety practices are followed at all times |

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| **Specific Skill Requirements** | | |
|  | **Essential** | **Desirable** |
| **Education / Technical Skills** | * Leadership qualification or equivalent in experience. * Demonstrable experience in managing, leading and developing a production team of 100+ direct employees * Experience of working within a fast paced manufacturing environment, preferably within a company with a turnover between £25M and £100M producing high variety, mid volume, electrical products where reliability of supply and rapid response is critical. * Experience of delivering results against operational, service, quality, safety and cost targets * Demonstrate a strong understanding of Production flow methodology * Practical experience of Lean fundamentals and continuous improvement within manufacturing * Ability to collate and analyse data to put together production reports * Strong IT literacy | * Recognised qualifications Operations management based * Degree level in an Engineering Discipline |
| **Behaviour** | * Lateral thinker and problem solver using appropriate tools and techniques * Ability to listen to views of a variety of stakeholders and acting appropriately * Strong leader with good interpersonal skills with the ability to motivate others to meet deadlines * Have a results-driven approach to work * Ability to work in a logical, systematic manner * Ability to communicate clearly and persuasively with your team, managers and customers * Ability to act decisively to solve problems/issues to “make things happen” |  |

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| **Document Management** | | |
| **Written By:** | **Robert Bates** | **Date: Oct 2021** |