



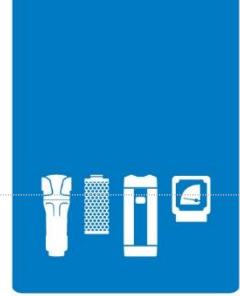
Job Description

Position	Production Supervisor
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Location:	Birtley, Vigo 2, NE38 9DA
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Reports to:	Production Manager
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Main purpose of the position	<p>Walker Filtration employs some 300 employees around the world, serving 100+ countries from our headquarters in the North East of England. With a strong brand name and portfolio that is present across the world, we play an important role in the design and manufacture of innovative and market leading solutions for the treatment of compressed air and gas.</p> <p>The main purpose of this role is for you to be responsible for a section of the manufacturing operations, managing all aspects of the production process. The role is required to ensure that all standards and targets are met, all lines are running efficiently with measures in place to effectively implement recovery plans as required to ensure continuous production in line with customer requirements. The Production Supervisor will manage a large team of employees, sometimes within a shift working pattern. Being able to effectively lead people and manage all aspects of the employment relationship with your team is imperative.</p> <p>Reporting directly to the Production Manager, the candidate is required to take a lead role in communicating key facts and KPIs directly from the production lines via the team improvement boards to the wider business, promoting effective team work across all disciplines.</p>
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Direct responsibilities

Line Management Responsibility

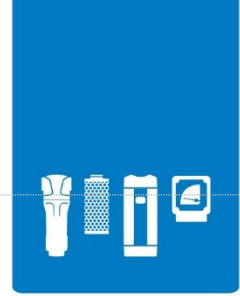
- Proven ability to motivate and lead a team to achieve results.
- Effectively communicate production targets and KPI's and put in plans to deliver against requirements.
- Manage individual and team performance against set targets and KPI's.
- Ensure employee evaluations are conducted regularly, in an effective manner to support high levels of performance.
- Take full responsibility for workforce and resource planning for your area of production.
- Manage the recruitment and selection process, involved in the hiring of both permanent and temporary team members.
- Take a lead role in all employee relations and/or performance management issues.
- Lead the full training and development strategy for your team, ensuring you develop a multi -skilled workforce. This includes structured inductions for new starters and ongoing training plans.
- Ensure training is carried out to Standard Operating Procedures and ensure subsequent staff compliance to requirements of the SOPs.
- Support engagement activities across the business to support high morale and teamwork both across production and more broadly with other parts of the business.

Customer Interaction

- Take a lead role in customer visits, ensuring the production area is presented in the best possible way.

Production Efficiency and Cost Reduction

- Responsible for:
 - Waste management;
 - Labour costs;
 - Production output;
 - Machine availability;
 - General maintenance;
 - Stepped capacity increases.
- Ensure total compliance in relation to adherence of quality standards across production areas.
- Cement a culture of continuous improvement across production cells.
- Review, development and implementation of production KPI's and production processes.
- Review, develop and implementation all visual management tools to support compliance in all areas.
- Take a lead production role in all new product introductions, ensuring production are able to support this process on time, to standard and within budget.



New Product Implementation and Project Management

Data Analysis and Report Writing

Cross Functional Working

Leading Company Standards

Health and Safety

Continuous Improvement, Project Work

- Project Manage tasks effectively as and when required.
- Lead role in daily control room meetings, following up on actions in a timely manner.
- Compile progress reports to the Production Manager on a monthly basis with updates on objective compliance.
- Complete full KPI reviews as required.
- Take ownership of the production load schedules and ensure achievement of targets.
- Management of production related customer corrective actions (CCA's).
- Work in close partnership with colleagues within other functions, such as Supply Chain, Planning, Engineering, Sales, Marketing, Customer Services, Quality, Health and Safety, HR, Finance.
- Full responsibility for all production housekeeping standards.
- Ensure all employees work within Health and Safety standards as set by the organisation.
- Ensure quality standards must be adhered to at all times.
- Ensure the calibration of all production equipment.
- Manage all process administration and meetings around holidays, absence management, overtime, payroll, discipline and grievance and employee training and development.
- Ensure the required level of staff Safety competence is maintained.
- Ensure staff and visitors within their area comply with all safety procedures, rules and systems of work.
- Familiarise themselves with risk assessment requirements and ensure control measures are implemented.
- Assist in the production of risk assessments when required.
- Assist in accident and incident investigation.
- Inform Managers of any significant safety issue.
- Maintain a strong focus on improving processes, procedures, making recommendation for process, machine, resource improvements to enable current and future growth.
- Support company specific projects as required to support company improvement projects and customer demands.



Attributes	Criteria	Rank Essential (E) or Desirable (D)
Relevant experience	<ul style="list-style-type: none"> • Significant experience of working at a Supervisor level within a manufacturing environment. • Experience of managing large teams within a manufacturing environment. • Continuous improvement / lean experience. • Industry specific experience. 	Essential Essential Essential Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to HNC / HND level in relevant field. 	Desirable
Skills, abilities and specialist knowledge	<ul style="list-style-type: none"> • Strong leadership skills with the ability to build relationships at all levels and deliver results through a team. • Resilient approach – able to work effectively under pressure and remain calm in difficult situations. • Excellent planning and organisation skills. • Flexible approach with the ability to change plans and direction as needed by the business. • Strong written and verbal communication skills. • Ability to persuade and influence at all levels of the organisation. • Ability to analyse review and report data effectively. • Proven ability of meeting and exceeding internal and external stakeholder requirements. • Ability to adapt and respond to change and encourage others to adapt to changes • Decisive, able to understand the root cause and take action. 	Essential Essential Essential Essential Essential Desirable Desirable Desirable Desirable Desirable
Any Additional Factors	<ul style="list-style-type: none"> • Full UK driving license and willingness for occasional travel 	Desirable

This job description sets out the main duties and responsibilities of the job-holder. It does not constitute an exhaustive or comprehensive description of duties and the job holder will be required to carry out any additional tasks as and when requested to do so by their manager. Responsibilities and duties may also change in light of future business needs and personal development.