

<b>JOB DESCRIPTION – SHIFT SUPERVISOR</b>
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**Title :** Shift Supervisor

**Reports to :** Production Supervisor

**Direct reports:** Maintenance Technician, Inspector, Goods in/Fork Lift and Machine Operators

**Job Purpose :** To manage the shift and all direct staff. To ensure the smooth running of the production process. To ensure that all products are produced to the specified specifications. Target and deadlines are met to achieve the orders. To ensure that all direct staff comply with the company's Health and Safety procedures

**Key Responsibilities**

- To take full responsibility of the shift in terms of management of staff, management of production and quality targets and to ensure the smooth running of the production processes
- To take full responsibility of the quality and product that is produced within the shift in line with the companies quality systems, processes and procedures
- Manage, develop and motivate direct reporting staff
- Monitor, measure and report on production related process performance, general issues
- To ensure good communication is given either verbally or written to all members of staff
- To ensure that Health and Safety rules and regulations are adhered to during the shift and all matters relating to this are dealt with using the resources within the company in line with the companies Health and Safety policy
- Problem solving and troubleshooting skills are used to ensure that all team members can identify root causes and take fast effective action to resolve the problems in hand
- To work closely with other Shift Supervisors to ensure production handovers are effective communications tools
- To ensure that the training skills are met for current and future demands of the shift
- To have an active role in the companies continuous improvement plan to achieve plans for future growth within the company
- Maintain housekeeping standards to ensure a clean and safe workplace
- All employees are responsible for ensuring company resources are used in an effective manner to ensure best operating costs
- Be able to make appropriate decisions while following the companies organisational structure
- Maintaining high level of timekeeping is of the essence

<b>PERSON SPECIFICATION – SHIFT SUPERVISOR</b>
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- **Personality:** This is a role for somebody dynamic, energetic, self-driven, results-oriented, and above all who has a positive “can do” outlook with a clear focus on deliverables. We are looking for a highly organised, naturally forward planning, logical, structured thinker who critically assesses his/her own performance. Mature yet young-at-heart, or young with a mature mind...in either case you will require boundless energy and enthusiasm, yet be credible. Empathic communication skills are essential.
- **Personal Situation:** Able to commute reliably to office bases at Luton. Able to work extended hours on occasions when required. Must be able to work shifts, attended meetings.
- **Specific Job Skills:** Able to communicate and motivate coherently – both verbally and via written media. Understands the principles of manufacturing, and has strong management skills. Strong leadership planning and organisational skills essential.
- **Work experience:** Minimum 3 years working in a high mass volume manufacturing environment as a Shift Supervisor or within an equivalent capacity. Ideally from a plastics background.
- **And finally:** Most of all we are looking for genuine potential and ambition to fill this key role within a dynamic, groundbreaking company.

Salary: 22,500 per annum plus shift allowance

Hourly Rate: £10.25/hour plus shift allowance