

## **Job description – Production Leader - QA**

**Job title:**

Production Leader - QA

**Purpose:**

1. Co-ordinate and control all manufacturing activities to ensure customer satisfaction and high standards of operational performance
2. Quality Assurance: To check product and process within specification, solve customer complaints, reduce variability...
3. implementation and procedures
4. Develop and lead a highly motivated and skilled workforce
5. Ensure compliance with all HSE, Quality, HR and cost control policies and with relevant external statutory requirements.
6. Deliver continuous improvement in SQCDP

**Location:**

Port Kembla

**Department:**

Operations & Quality

**Reports To (strong line and dotted line):**

Operations Manager – indirect report to HSEQ Manager

**Number of and profile of reports (direct and indirect):**

Leading Hands (2 to 5)

Operators (15 to 25)

## 5 main accountabilities:

- (1) Ensure safety on the shop floor
  - A. Implementation and respect of Group Safety standards
  - B. Standardization of tasks and auditing of respect of standards
  - C. Control of non-standard activities
  - D. Ensure participation of employees in safety audits
  - E. Control overtime work to avoid related HSE and cost problems
  
- (2) Guarantee customer satisfaction through high standards of product quality and 'right first time' attitude
  - A. Standardization of tasks
  - B. Strict adherence and auditing of SWI's, process controls and control plans
  - C. Active participation in all steps of the CCAR resolution process to prevent recurrence
  - D. Leadership and active participation in cross-functional teams to rapidly resolve quality issues through 8D\* methodology.
  
- (3) Develop the skills of the production teams
  - A. Train all team members to continuously improve their technical skills and understanding of 5S, work standardisation, visual management, waste elimination, problem solving etc.
  - B. Implement shop floor organization
  - C. Actively and routinely coach Team Leaders to develop their management and leadership skills
  - D. Take part to the succession planning definition and actions
  
- (4) Deliver operational excellence
  - A. Collect and implement improvement opportunities, recognizing the best contributions and contributors
  - B. Involve teams in problem solving and improvement activities,
  - C. Provide regular feedback, communication and coaching to correct attitude / behavioral and performance issues
  
- (5) Ensure daily performance

- A. Implement production, raw material and manpower deployment plans to meet customer requirements in a reliable, flexible, and cost-effective manner
- B. always Maintain the highest standards of 5S and visual management
- C. Ensure opportunities for improvement are raised, are listed on line PPS boards or assigned to appropriate support function and completed in a timely manner.
- D. Respect of Preventive maintenance schedule.
- E. Reduction of changeover/cleanout time to improve flexibility
- F. Cooperation with support functions to ensure recipe and process optimization
- G. Initiate immediate recovery actions to deal with any non-standard or below target situations

(6) Communication

- A. Ensure environment of free and open communication and immediate surfacing of problems
- B. Maintain effective communication between shop floor team and other parts of the organization with regards to key issues and developments

**KPIs for the position are**

1. HSE (LTI and Recordable frequency rate, participation in safety audits, SIOs)
2. Quality (Reject rates)
3. Adherence to the production plan (OTIF and inventory targets)
4. Conversion cost and productivity metrics (OEE, labour efficiency, scrap rate)
5. Employee motivation (number of IOPAs, absenteeism)

**Main interactions – internal (nature, frequency, level):**

| Contact     | Frequency   | Purpose  |
|-------------|-------------|--|
| HSE manager | Daily       | To implement HSE matters                                       |
| Maintenance | Daily       | To ensure all machines are in optimum condition for production |
| Scheduler   | Daily       | To ensure good customer service level (OTIF) & low inventory   |
| Costing     | When needed | To update standard costs                                       |

|                          |             |   |
|--------------------------|-------------|---|
| Product Manager          | When needed | To carry out trials, solve quality issues, optimize recipe costs... |
| Purchasing / Procurement | When needed | To share forecasts, confirm supply of RM                            |
| HR                       | When needed | Miscellaneous issues  |
| Operations Manager       | When needed | Miscellaneous issues  |
| Leading Hands            | Daily       | To share knowledge across the plant and handover between shifts     |
| Production Manager       | Daily       | Daily shop floor meeting and all other matters                      |

## Main interactions – external (nature, frequency, level):

| Contact              | Frequency      | Purpose   |
|----------------------|----------------|---|
| Visitors / suppliers | When necessary | To escort visitors, including customers and discuss RM issues etc.<br><br>To attend meeting/seminar |

## Qualifications:

*University degree in Engineering or Technical discipline*

*OR 5 to 10 years Team Leader experience with Technical College qualification*

## Experience (number of years, seniority level, nature):

*0 to 3 years' experience in manufacturing, shop floor management position*

*Companies with strong industrial excellence background*

*OR 5 to 10 years Team Leader experience*

**Knowledge:**

- General knowledge of engineering
- Good exposure to Lean manufacturing principles and techniques (5S, TQC, TPM) and shop floor operations
- Solid experience of Problem-Solving Methodologies (8D)
- Working knowledge of ISO systems and procedures
- HSE knowledge

**Skills:**

- Strong leadership skills and ability to build high performing teams.
- Good communication skills (verbal and written) and a team player to work effectively with another department.
- Confident, well organized, capable of working under pressure, open minded.
- Excellent problem-solving skills
- Strong customer orientation

**Date**

August 2020

**Copy of organisation chart attached**

# VESUVIUS

