

VACANCY

Job Title: Plant Leader

Department: Main Production Hawick

Vacancy Code: BM04

Requirement Overview

Reporting to the Production Manager, this position involves the leading of Shift Teams in the running of extrusion machines, completing quality checks and any other tasking associated with the meeting of our production requirements as directed.

This requirement is to satisfy the production objectives of our Main Production Department. The Department and the Plant Leader is tasked with the volume preparation and production of products to satisfy customer requirements and then to drive continuous improvement by using manufacturing methodologies, whilst maintaining KPI targets, and high standards of safety and quality and team development.

Role and Responsibilities

- 1) The successful applicant must be able to demonstrate excellent people management and leadership skills together with the ability to plan and prioritise their own work as well as that of other people.
- 2) The person we appoint will have proven experience in managing shifts and be able to demonstrate excellent communication skills in order to direct their team in the smooth running of the production process.
- 3) The successful candidate must be able to meet targets and shipping deadlines whilst ensuring that all products are manufactured to the correct specifications and that all processes and procedures comply the Company's Health and Safety Policy.
- 4) Applicants should have experience in extrusion where optimising machine performance and minimising downtime are key performance measurements. Knowledge and application of lean manufacturing techniques is highly desirable.
- 5) The successful candidate will report to the Production Manager and will work on 12-hour shifts on rotating continental shift pattern.
- 6) Ensuring safe and high standard of packaging of all customer products.
 - 1) Pro-actively helping with solutions to improve production.
 - 2) Liaising with the Production Manager and other Plant Leaders regarding any outstanding tasking within production and actively participating in their resolution.
 - 3) Plant Leaders and their teams, are required to ensure that the production area and all pertaining to it is kept clean and hazard free



Emtelle Head Office
Haughhead, Hawick, TD9 8LF
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www.emtelle.com

Person Specification

The successful candidates will need to demonstrate on a sustained basis in their employment the following.

- 1) A high standard of proficiency in handling production equipment.
- 2) The ability to organise, count and record material.
- 3) Understanding and adherence in following both written and verbal work instructions.
- 4) To communicate clearly with existing and potential external partners and to other staff at Emtelle, in respect to activities processes and methodologies employed in the department.
- 5) Highly self-motivated, disciplined and organised.
- 6) Time Management, they will deliver a high and sustained standard of attendance and timekeeping.
- 7) Demonstrable highly effective leadership skills.
- 8) Able and willing to commit to working shift patterns and also overtime as required.
- 9) Time Management, they will deliver a high and sustained standard of attendance and timekeeping from the teams they lead.
- 10) A focus on cost management, and absolute adherence to Health and Safety and Quality Requirements.

Knowledge

- 1) GCSE/National 5 or above in Mathematics or to a demonstrable equivalent standard: Essential
- 2) GCSE/National 5 or above in English or to a demonstrable equivalent standard: Essential

Experience

- 1) Manufacturing Team Leading experience in a comparable Lean Manufacturing environment and disciplines: Desirable
- 2) Knowledge and application of lean manufacturing techniques.
- 3) Knowledge of Health & Safety legislation.
- 4) Knowledge of Quality standards ISO9001, etc.
- 5) Strong PC skills, experience with planning tools such as ERP/MRP systems: Desirable

Skills

- 1) Ability to accurately follow written instructions and drawings: Essential
- 2) Sense of urgency in completing tasking to required targets in terms of output quality and time.
- 3) Ability to work as part of and lead a team: Essential
- 4) Ability to respond to and give, instructions given as part of the manufacturing process: Essential
- 5) Ability to communicate effectively with fellow and subordinate production workers: Essential
- 6) Ability to communicate effectively with and respond effectively to Production Management: Essential



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The person(s) we appoint will be able to demonstrate in their application (in addition to what they would personally bring to the role) that they have an existing and sustained unrestricted right to work in the UK.

To apply please email your full CV and a covering letter (Quoting the Relevant Vacancy Reference Number) by email to philg@emtelle.com.

The closing date for applicants is no later than 09:00hrs _____ 2021.



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