

## Academic and employability skills

*University of Wales trinity st David*

*Skills for the workplace*

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experience in manufacturing processes which may include manual assembly

- Lead daily shop floor meetings
- Effective deployment of available labor to meet production plans and forecast

- Ability to respond to/ Positive approach to changing work requirements and the ability to monitor work load within area and assign employees tasks to complete daily work
- Determine overtime levels, prepare and submit justification forms
- Schedule and coordinate team member's time-off according to workload
- Identify, select or purchase if required, up to allocated budget and install proper tooling for operations being performed

#### **HEALTH & SAFETY:**

- Carries out risk assessments and writes safe working practices.
- Complies with and actively promotes all safety policies and procedures
- Supports, submits and implements Safety T-Card actions
- Manage H&S at a shift level and be an active member of the H&S committee.
- Comply with all safety policies and procedures while actively leading on and maintaining a Zero Harm work place culture
- Responsible for timely and compliant completion of accident investigations

#### **QUALITY:**

- Works with team members to identify issues, troubleshoot and verify product quality
- Implement and support across all manufacturing departments

#### **CONTINUOUS IMPROVEMENT:**

- Timely collation and analysis of production data metrics to support CI and identify improvement opportunities.
- Manage and implement CI ideas with team using PDCA.
- Track and report results for ideas submitted.
- Support and teach where required, short topics across all lean tools.
- Actively take part in major Kaizen and run cell level Kaizen events

#### **COLLABORATION:**

- Timely collation and analysis of production data metrics to support CI and identify improvement opportunities.
- Manage and implement ideas with team
- Track and report results for ideas submitted.
- When required Communicate and work with additional departments
- Support and teach where required, short topics across all lean tools.

#### **PEOPLE PROCESSES:**

- Manage Sickness Absence, Time and Attendance in conjunction with HR to meet business expectation and targets
- Responsible for accurate management of Time and Attendance ( ADP ) systems for team
- Carry out Return to Work interviews
- Carry out investigations, disciplinary meetings and administer warnings to Final Written and propose to Dismissal level as and when required.

- Recruit staff as required full time (in conjunction with HR)
- Support employee development through identification of skills gaps and promote multi skilling
- Coordinate and maximize cross training among team members.
- Coach operators in driving performance and operational and technical excellence.

**SKILLS AND EXPERIENCE:**

- Experience of leading change through others using Continuous Improvement techniques.
- Ideally A minimum of 5 years' experience within a lean-manufacturing work environment.
- Requires in-depth knowledge of manufacturing processes.

Experience in CNC programming and have strong skills in various Microsoft Office





