



## RECRUITMENT SPECIFICATION

<b>Employer Company:</b>	SIS Manufacturing Limited
<b>Job Title:</b>	Shift Manager
<b>Reporting to:</b>	Production Manager
<b>Staff Reporting Responsibilities:</b>	Senior Shift Operatives Shift Operatives
<b>Location:</b>	Maryport, Cumbria
<b>Contract:</b>	Permanent
<b>Hours of Work:</b>	Monday to Friday – 40 hours – Shift system Flexibility required
<b>Starting Salary:</b>	<b>Not to be released on advertising</b> Subject to negotiation based on experience and skills sets. Applicant can advise of current salary and salary expectations.
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Company pension scheme with up to 3% employer contribution by November 2018</li><li>• 23 days holiday plus bank holidays</li></ul>

## ORGANIZATION CHART

See attached – Appendix A



## JOB DESCRIPTION

### PURPOSE/ MAIN OBJECTIVES OF ROLE

- To assist the Production Manager in the effective running of the factory manufacturing activities in order that product is manufactured efficiently and to the highest quality.
- To supervise the shift operatives to ensure that an effective and efficient output is achieved safely and without compromise to quality; and that production targets are met.

---

### RESPONSIBILITIES/ ACCOUNTABILITIES/ TASKS

- 1) Production
  - i) To implement the production plan as communicated by the Production Manager, ensuring the smooth running of the production process and that all product is manufactured to the specified standards and within required deadlines to meet the fulfilment of orders. This shall include ensuring the highest housekeeping standards are achieved and maintained.
  - ii) To supervise the activities of all operational staff on tufting and backing plant lines and ensure each shift meets production targets through the appropriate allocation of tasks and the constant monitoring of output. To manage staff attendance, time-keeping and breaks, such that the production is not interrupted or delayed; and to ensure compliance with the correct processes.
  - iii) To report any maintenance issues or equipment faults in a timely manner in order that plant can be kept running effectively or to ensure alternative production can be arranged.
  - iv) To report any staff attendance or performance concerns to the Production Manager; and to assist the Production Manager in relation to staff development and training. This shall include overseeing the initial training of new starter operatives.
  - v) To attend and contribute to weekly production planning meetings. This shall include having an active role in the development and implementation of the Company's Improvement Plan and business improvement targets. This shall include identifying when overtime may be required and to seek prior authorization for overtime.

---

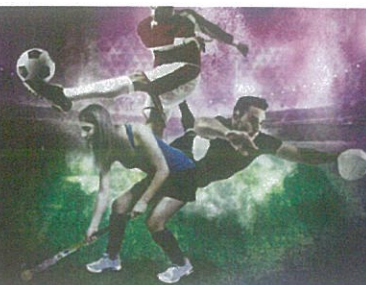
Job Title:	Shift Manager - RS	Date:	29/03/2017
Authorized by:	Manufacturing Director	Page No:	Page 2 of 6



- vi) To provide cover on the tufting and/or backing plant operations to cover for staff absences through sickness, holidays, training etc.
- vii) To work closely with other Shift Managers to ensure production handovers are effective and communicated thoroughly.
- viii) To be responsible for the factory, including security, outside the standard working hours of the business.
- 2) Stock Control
  - i) To check the allocation of stock received at the beginning of each shift, and raise any variances to production plan in a timely manner.
  - ii) To ensure raw materials are properly allocated to each process and ensure that, during the shift, stock is properly stored and handled.
- 3) Quality Control
  - i) To ensure that all finished goods are manufactured to the highest quality standards, in full compliance with quality procedures and works instructions, and to the correct specification in terms of pile height, weight, latex application, and tuft anchorage.
  - ii) To report faults/ quality issues immediately.
  - iii) To participate in the ISO 9001 quality audit process, providing the necessary information and assistance to the auditors.
- 4) Health & Safety & Environmental Management
  - i) To ensure all production processes are completed by all operatives safely and in full compliance with all health, safety and environmental control procedures.
  - ii) To ensure all shift operatives are wearing all personal protective equipment at all times and that no-one enters the production area without the required PPE.
  - iii) To ensure that all accidents, incidents and near misses are identified and reported immediately; to assist with any investigations; and to put into effect all agreed corrective actions.

---

Job Title:	Shift Manager - RS	Date:	29/03/2017
Authorized by:	Manufacturing Director	Page No:	Page 3 of 6



**Key Interfaces:**

- External Interfaces
  - Supplier deliveries
  - Regulatory Authorities
  
- Internal Interfaces
  - Manufacturing Director
  - Production Manager
  - Operations Manager
  - Tufting & Backing Plant Operatives
  - Administration teams

**PERSON SPECIFICATION**

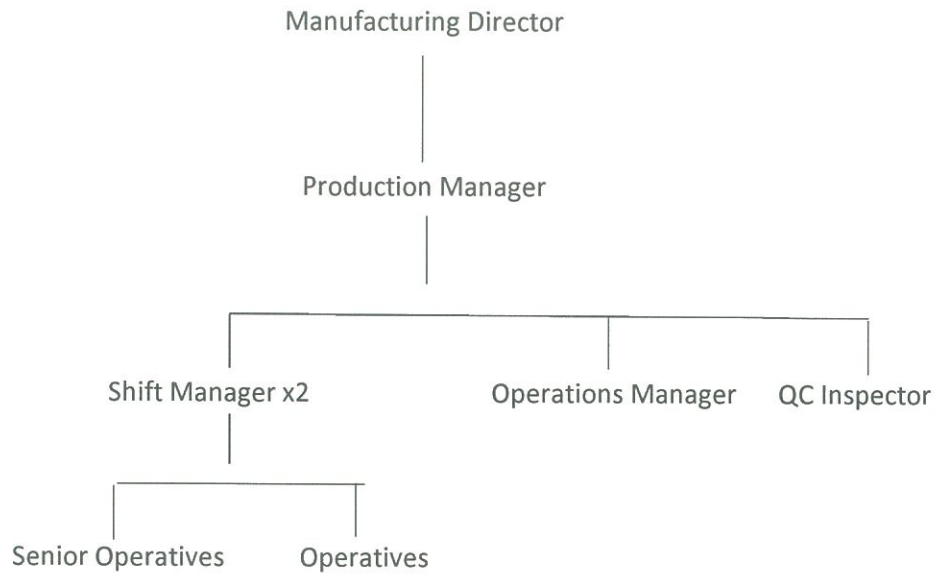
<b>KEY SELECTION CRITERIA FOR APPLICANTS</b>		
<b>Selection Area</b>	<b>Essential/ Desirable</b>	<b>Selection Competency/ Quality</b>
<b>Education/ Qualifications:</b>	Essential	GCSE Maths and English – Grade C or above – or equivalent
	Desirable	NVQ qualification or equivalent in a manufacturing or production discipline
<b>Experience:</b>	Essential	<ul style="list-style-type: none"> <li>• Supervisory experience within a manufacturing /production environment</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Experience in operations of carpet tufting and backing machinery</li> <li>• Experience in the production of artificial grass products</li> </ul>
<b>Knowledge/ Skills:</b>	Essential	<ul style="list-style-type: none"> <li>• Good communication, reporting and inter-personal skills to facilitate staff engagement, team briefings, production reporting, shift handovers.</li> </ul>



		<ul style="list-style-type: none"> <li>• Computer skills – basic understanding of Word, Excel and e-mail systems to facilitate communication with management, writing up of any reports etc</li> <li>• Effective people management / supervision skills to ensure a team of people work effectively together to hit production targets – training, coaching, motivation, conflict resolution, attendance, discipline</li> <li>• Ability to analyse and solve operational issues to ensure production is not compromised</li> <li>• Sound working knowledge of quality systems, particularly ISO 9001, with an understanding of customer standards, product specifications, quality control procedures and auditing</li> <li>• Effective health, safety and environment management skills – including ability to undertake risk assessments, accident reporting, accident investigation, PPE</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Understanding of root cause analysis</li> </ul>
<b>Behaviours:</b>	Essential	<ul style="list-style-type: none"> <li>• Calm and clear thinking in times of pressure with high production targets</li> <li>• Motivational approach to work with good team leadership skills</li> <li>• Logical and disciplined in approach to work, with emphasis on accuracy and process compliance</li> <li>• Flexible in approach; receptive to change</li> <li>• Innovative with ability to bring new ideas to increase or enhance productivity</li> </ul>



## Appendix A – Organisation Chart



---

Job Title:	Shift Manager - RS	Date:	29/03/2017
Authorized by:	Manufacturing Director	Page No:	Page 6 of 6