

Job Description: Machine Shop Team Leader - Permanent



Department: Machine Shop

Job role overview:

- Working as a Team Leader in the Machine Shop, working multiple shift patterns
- Planning and managing the workload – Managing own time and the resources of the department to achieve the production targets
- Taking Ownership – Comfortable being the responsible person to drive issues to a conclusion.
- The ability to lead a team to achieve its goals.

Report to: Machine Shop Supervisor

Location: Factory 2, Hinckley, Leicestershire

Duties and Responsibilities:

- Looking after a team in the machine shop working multiple shift patterns.
- The promotion of health & safety in the department, ensuring safe working conditions.
- Monitoring, Recording & Achieving KPI targets
- Maintaining and advancing quality standards.
- Liaising with Inspection.
- Training new and existing employees.
- Leading & Motivation of the team to deliver Manufacturing Excellence
- Problem solving.
- Promoting Kaizen in the area- continuous improvements.
- Ad-hoc tasks as given to you by your manager.
- Carry out 5C & TL audits
- To undertake and assist with projects as required by your Manager
- Any other ad-hoc duties as required by your Manager

Person Specification: Machine Shop Team Leader - Permanent



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook.	Previous experience of working within an automotive /manufacturing environment. Demonstrate ability to read engineering drawings. Conversant with CNC machinery.
Personality and Motivation	The desire to deliver Manufacturing excellence. Self-motivated and resilient. Flexible and adaptable. Able to take instruction and work under pressure. Excellent communication skills, clear and concise written and verbal skills. Able to work individually and as part of a team. Hands on approach to problem resolution.	
Appearance and Characteristics	Well presented.	
Circumstances	Able to be flexible on working hours including evenings, weekends and public holidays	Willing to take on additional training to support the role