



## Assembly Team Leader – Job Description

(Job Code and Level: MFGASS002.2)

### **Definition:**

Responsible for the assembling of components or vehicles being made into finished goods on a specific production line. May include some people management and reporting requirements.

Manufacturing is defined as: Produces goods and parts from raw materials using such processes as welding; sewing; pressing; machining and painting. This may include some setting up of machinery and basic programming.

Assembly is defined as: Puts together various goods and parts to make/create a part or vehicle.

### **Overall Purpose of the Role:**

Responsible for the operation of a section within the Manufacturing function, supporting the Manager with the day-to-day management of their manufacturing area, overseeing a group of members and ensuring an efficient operation in achieving business targets. Provide leadership and line management to the team, coordinating their workloads, providing support to ensure that the team delivers, monitoring any issues, and ensuring production targets, Key Performance Indicators (KPIs), and quality standards are met in order to meet the requirements of the customer. Develop the team by focusing on individual performance and support requirements to achieve high standards, whilst fostering a culture of working safely. Work under general supervision, reviewed by Management. Decisions and results have an impact on the function and their success. Performance affects the function's image.

### **Key Responsibilities:**

#### **General and Task Management**

- Work to ensure people and resources are applied in an efficient and effective manner to meet delivery requirements while achieving quality and safety standards
- Ensure that team members follow defined assembly procedures and comply with quality requirements

- Ensure full adherence to 5S practices at all times
- Ensure equipment is within calibration date and all systems are functioning correctly
- Ensure all records are completed appropriately
- Ensure that non-conforming material is clearly identified and segregated
- Ensure that the escalation procedure for quality concerns is followed
- Ensure achievement of production throughput against stated capacity targets
- Ensure the team are aware of day to day targets and responsibilities
- Manage work order closures and stock control transactions
- Maintain visible lead for adherence to procedures and instructions
- Carry out incident, accident and non-conformity investigations and associated reporting and action closure
- Monitor change over and/or line set up efficiency
- Prepare line set-ups for following shifts, including first piece buyoffs
- Monitor and maintain all safety equipment and tools
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Identify business improvement opportunities within the organisation
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, key performance indicators (KPI's) including the engagement of external resources as required
- Conduct risk assessments of processes and tasks in the department

### **People Management**

- Ensure that team members follow defined assembly procedures and comply with quality requirements
- Responsible for training of operators for products and processes within the local team
- Responsible for daily management and support for the team to achieve operational success
- Monitor time and attendance and ensure compliance with Company procedures
- Provide technical expertise to the team and respond to operator queries
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them
- Review, implement and update company records e.g. training matrices, absenteeism, risk assessments
- Communicate KPIs from the strategic annual plan so that each employee is aware of expectations and deliverables

### **Relationship Management**

- Work positively with support functions to fully define the processes/procedures/controls relevant to team activities. Provide support and input to continuous improvement activities within the team
- Interface with Production Scheduling to determine schedules for shift production

- Liaise and communicate with other departments and ensure an effective interface is maintained
- Feedback to the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements and delivery in line with Company and Customer requirements

### **Self Management**

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures
- Embraces personal challenge
- Confident, rounded thinker
- Is self aware, resilient, assertive and open to change
- Engages interest and participation of others and has a collaborative approach to working together
- Actively Committed to team development
- High levels of motivation, optimistic and action orientated

### **Skills and Attributes:**

- Exercise considerable initiative/judgement in work methods and in interpreting and delegating work requirements/goals
- Work independently, reviewed infrequently with minimal supervision
- Ability to lead by example, gain respect from team and communicate with clarity whilst demonstrating excellence in approach to work and people activities
- Excellent verbal and written communication skills
- Excellent organisation skills
- Excellent problem solving skills
- Ability to manage a wide variety of activities at the same time
- Ability to plan, analyse and challenge
- Able to work cross functionally and collaboratively with many stakeholders
- Solid understanding of all people related processes and procedures
- Good understanding of customer deliverables and the impact of failure/cost of poor quality
- Understanding of production costs to include waste, downtime, scrap and re-work

### **Qualifications and Experience Levels:**

- GCSE Level A-C, IVQ Technician certificate, BTec first certificate or equivalent NVQ level 2 qualification
- Commitment to work towards professional accreditation with an industry related body
- Experience of leading small group activities to drive improvement ideas

- Strong PC skills and experience of packages such as Standard Analyses: Purchasing Information System (SAP) and Excel
- Knowledge of lean manufacturing techniques and recognised QC tools
- Knowledge of Health & Safety legislation including ISO14001 and responsibilities
- Knowledge of Quality standard TS16949

**Example roles this job description may cover:**

- Assembly Team Leader
- Cell Leader
- Process Lead
- Production Team Leader
- Manufacturing/Production Supervisor