



## Tool Room Manager– Job Description

(Job Code and Level: MFGTOO004)

### **Definition:**

Responsible for making or improving different types of tools to enable the production processes within a manufacturing facility to be as efficient as possible. This may include jigs, fixtures, clamps or moulds to obtain a more robust consistently produced part that meets the specification of the customer. Likely to manage others and have some budgetary responsibilities.

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

Responsible for all aspects of in house tool manufacturing, maintenance, development and testing activities to ensure the business objectives are met, to maximise productivity and maintain the highest levels of workmanship for all tooling activities. Lead and co-ordinate resources within the Tool room to ensure all tooling are produced efficiently, on time and in line with quality standards ensuring that Health, Safety and Environmental requirements are adhered to. Implement and maintain a production planning system. Manage the team on technical best practice and establish standard policies and procedures whilst also mentoring and leading the team. Implement and manage continuous improvement and modern manufacturing principals by highlighting deficiencies and recommending changes in training, working practices and processes.

### **Key Responsibilities:**

#### **Strategy and Development**

- Contribute to the creation and implementation of best practice tool room vision, strategy, policies, processes and procedures to aid and improve operational performance
- Identify business improvement opportunities within the organisation
- Contribute to new business initiatives and projects and review and communicate the impact on Tool Room activities

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

- Provide specialist technical advice and support on all aspects of Tool design, manufacturing and estimating

- Support production and engineering with tooling/technical problems
- Supervise/Manage the running and plan activities of the tool room facilities and toolmakers, ensuring the tool room is a safe environment in line with health, safety and environmental requirements
- Supports Production and Engineering to manage and guarantee on time availability of tools to ensure continuous production and increase of OEE (Overall Equipment Effectiveness)
- Develop and manage procedural arrangements whereby proposals on new equipment or tool design can be assessed for their impact in performance terms
- Maximise the use of all resources, including IT and database maintenance for tracking all tools, implementing a planned schedule of maintenance and repair activity to ensure a computerised log is kept on faults and service history of tools
- Implement budget for investment of new equipment and drive these investments
- Implement storage of tools to facilitate highest standards within the department for good housekeeping, health, safety and environmental
- Ensure all stock items, tool inserts and spares are organised
- Oversee all work through the tool room efficiently and cost effectively and ensure that all target dates for tooling are met
- Manufacture new tools from technical drawings to a high level of workmanship and in an efficient, cost effective manner
- Provide quotations for new tooling, modifications and repairs
- CAD and CNC programming may be required
- Attend various meetings and action/communicate instructions
- Produce written reports and make presentations
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Stay current and up to date on any changes that may affect the tool room products, materials and advise others of any impact
- Develop, implement and manage key performance indicators (KPIs) for each area of responsibility
- Ensure Key Performance Indicators (KPIs) are met by working to the overall plan, including management of, and reporting
- Conduct risk assessments of processes and tasks in the department
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors

### **People Management**

- Manage, coach and develop a high performing tool room team that meets agreed objectives and which delivers best practice results, added value and continuous improvements
- Set department objectives/KPIs and review and assess ongoing performance of direct reports
- Report on achievement of targets and identify any actions required

- Communicate Key Performance Indicators (KPIs) from the strategic annual plan so that each employee is aware
- Provide technical expertise to the team
- Ensure the delivery of the People Strategy within area of accountability
- Manage and lead the team, ensuring adequate staffing levels, managing holiday allowances, recruitment, training, development, appraisal, attendance, disciplinary issues and daily supervision to maximise efficient productivity
- Motivate and coach the team to operational success
- Monitor the completion of tasks and ensure good performance and record on appropriate systems
- 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
- Manage contractors on site to ensure they meet legal and company requirements

### **Financial and Budget Control**

- Input and hold responsibility for Tool Room budgets
- Prepare the annual Tool Room budget and forecasts and all Capital Expenditure proposals as well as ensuring compliance with legal standards. Manage the budget from identification to completion of projects
- Responsible for achieving budget and forecast

### **Relationship Management**

- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the tooling strategy
- Communicate with stakeholders the impact of market change and potential effects on engineering design and development. Recommend solutions without compromising quality or service while optimising cost
- Liaise and communicate with other departments, customers, suppliers and other service providers
- Ensure an effective interface with other departmental staff is maintained
- Work as part of 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 delivery in line with Company and Customer requirements
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, including the engagement of external resources as required

### **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
- Support encourage, develop team and take ownership for team cohesion
- Proactively contribute to creating a good team atmosphere
- Anticipates and overcomes obstacles
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware
- Is resilient, optimistic and open to change
- Has an Adult:Adult, collaborative approach to others
- A self-starter, motivated and able to positively motivate others
- Focused and target driven with a positive, can-do attitude

### **Skills and Attributes:**

- Excellent leadership and man- management skills
- Excellent interpersonal skills
- Ability to manage a variety of cross-functional team members
- Excellent written, verbal and presentation skills
- Excellent organisational and follow-up skills
- Competent in problem solving, team building, planning and decision making
- Commercially aware

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

- Relevant manufacturing/engineering degree is preferred, HNC, City & Guilds Licentiate, BTEC Higher Professional Diploma or equivalent NVQ level 4 qualification
- Extensive plant level experience with significant proven supervisory experience
- Technical understanding
- Understanding of Advanced Product Quality Planning (APQP), Kaizen, lean manufacturing
- Experience of managing Profit and Loss (P&L) responsibilities for manufacturing
- Understanding of manufacturing and procurement/supply chain
- Understanding of TS16949, IOSH/NEBOSH, ISO 14001
- Strong proficiency in Microsoft Office
- Enterprise Resource Planning (ERP) systems experience
- Membership of an appropriate professional body such as the Institute of Manufacturing

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

- Tool Room Supervisor