

## Position Description

**Position:** Production Team Leader

**Department:** Production

**Reports to:** Manufacturing Manager

**Direct Reports:** Approx. 10-20

### Position purpose:

The primary focus of the **Production Team Leader** is to manage the day-to-day production in their area of responsibility. This may involve leading and managing up to five production lines while providing support to your Manager as and when required.

### Key Responsibilities:

- Setting and achieving Departmental goals in line with the overall guidelines and objectives set by your manager.
- Developing quality and efficiency KPIs for your product lines and highlight any issues that may negatively impact the achievement of these targets.
- Running lean and continuous improvement projects with your manager and team to continually improve quality.
- Developing and training your staff so they can cross-skill and move from stage to stage as required.
- Ensuring that your 6s program is run with your team.
- Running daily meetings to discuss quality and productivity.
- Assisting with staff reviews.
- Provide coaching, mentoring and development support to your team.
- Monitor and review improvements in efficiency and cost reductions.
- Promote health and safety in manufacturing – encourage feedback as part of your morning meetings, ensure H&S board is up to date, always.
- Work closely with planning and procurement to ensure your job schedules are as planned
- “On time in full” is a must for our customers so we you must have this as your focus daily.
- Enter staff daily hours, manage absenteeism and approve payroll processes as required.

### Health & Safety:

- Promote health and safety within your department – encourage feedback as part of your morning meetings, ensure H&S board is up to date always.
- We are a health and safety focused business and adherence and contribution to health and safety initiatives, policies and procedures are key for all members of staff.

## General:

- Inspire, lead, and support your team to provide exceptional customer service  
Drive results and performance beyond expectations.
- Manage stock levels and make decisions regarding stock control  
Represent our company and maintain a high level of professionalism always both internally and externally.
- Other duties as required from time to time and as requested by the Manager.

## Environmental:

Enatel is committed to minimising the environmental impact of our operations and products. Ensure that our ISO 14001 Environmental policies and processes are followed including:

- Segregating waste correctly and safely including hazardous waste
- Emptying of waste bins into correct skips and cages
- Safe handling and storage of hazardous substances such as chemicals

## Key Relationships:

Internal	External
• Production Planners	• Suppliers
• Procurement	• Contractors
• Engineers	
• People and Capability	
• Sales	

## Person Specification:

Competencies	Essential	Desirable
	<ul style="list-style-type: none"> <li>• <b>Directing Others</b> – Is good at establishing clear directions. Distributes workload appropriately. Maintains two-way communication with others on work and results. Brings out the best in people.</li> <li>• <b>Drive for Results</b> – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results.</li> <li>• <b>Action orientated</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> <li>• <b>Organising and Planning</b> - uses resources effectively and efficiently. Accurately scopes</li> </ul>	

	<p>out length and difficulty of tasks and projects. Sets objectives and goals.</p> <ul style="list-style-type: none"> <li>• <b>Managerial Courage</b> – provides current, direct, complete, and “actionable” positive and corrective feedback to others. Faces up to people problems on any person or situation. Is not afraid to take negative action when necessary.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Interpersonal Savvy</b> – Is a good communicator. Relates well to all kinds of people – up, down and sideways, inside and outside the organisation. Builds constructive and effective relationships. Can defuse even high-tension situations comfortably.</li> <li>• <b>Problem Solving</b> – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes.</li> <li>• <b>Priority Setting</b> – Spends his/her time and the time of others on what’s important. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks and creates focus.</li> </ul>	
<b>Experience &amp; Knowledge</b>	3 years’ experience in a Team Leader role.	Experience as Team Leader preferably in an electronics manufacturing environment.
<b>Qualification / Licenses</b>	Applicable tertiary qualification would be an advantage	