

## Job Description

<b>Job Title</b>	Shift Manager
<b>Department</b>	Production
<b>Reports to</b>	Quality Production Manager
<b>Location</b>	Wombourne

### Overall Purpose

To lead and manage the production shift to meet or exceed all performance standards, working with other shifts to develop an efficient and effective production team

<b>Responsibilities and Accountabilities</b>		<b>% of time required</b>
1	To manage a production team ensuring they are all properly resourced, trained and motivated to deliver a valued service to their customers.	20%
2	To be responsible for the running of the entire plant and all ancillary areas, out of office hours.	As per rota
3	To meet and, where possible, exceed production targets, making sure that the weekly production and efficiency targets for the factory are met without compromising on quality.	15%
4	Understand and ensure, through all possible channels, that the quality of products is maintained to meet quality production specifications. Monitoring and reflecting upon poor quality complaints and making changes where necessary.	10%
5	To maintain production costs within set budgets and where possible reduce operating costs.	10%
6	To meet Company standards on food safety and hygiene, whilst working within Company policies and procedures. Ensuring that the shift continuously meets AIB standards.	10%
7	Manage and set Health & Safety standards within the factory, making sure that all targets are communicated, safety audits completed, and that all accidents are investigated fully, and that preventative action is taken where necessary.	15%
9	Manage people in line with Company policies and procedures, including Quality systems, ensuring all paperwork is completed correctly.	10%
10	Champions the company initiatives, ensuring all changes made during the Kaizen events are communicated effectively and maintained.	10%
11	Undertakes any other duties within the plant, in line with own competences as required.	As required

## Person Specification Shift Manager

<b>Experience</b>	Experience of running Production Processes. Managing people and facilitating results. Delegating and organising work for others.	Desirable. Essential. Essential.
<b>Knowledge</b>	Food manufacturing Industry. Lean Manufacturing Techniques. Health and Safety / Food Safety best practice.	Desirable. Desirable. Essential
<b>Skills</b>	Communicating with enthusiasm. Ability to motivate others. Average numeracy and literacy Computer skills.	Essential. Essential. Essential Desirable

<b>Key customers</b>	
<b>Internal</b>	Plant Manager, Management Team, Maintenance Team, Production Team Leaders, Production Operators, UK MD
<b>External</b>	Incoming and outgoing vehicle drivers, employees' families

**Behaviours/ Competencies are detailed in the Leadership Competencies, including full descriptors of levels.**

<b>Behaviours/Competencies</b>	<b>Competencies covered</b>
<b>Inspiring Results</b> - Lives & breathes the business - Paints a picture - Delivers results - Champions Change	Business acumen, Vision, Strategic thinking, Results Driven, Achiever, Tenacity, Change Driver
<b>Developing Your People into Stars</b> - Communicates relentlessly - Enables achievement - Develops talent - Creates team synergy	Excellent communicator, Active listening and discussion leader, Challenges the status quo, Develops others, Teamworking
<b>Being a Role Model</b> -Leverages own potential -Displays drive & purpose -Builds & maintains relationships -Lives the Values	Self-awareness, Driven, Self-motivated, Builds relationships, Influences & persuades, Empathy, Honesty, Integrity
<b>Creates the Future for the Department</b> -Sets the pace -Makes smart decisions - Wins with customers & consumers	Entrepreneurial, Leadership, Decisive, Problem-solver, Empathy, Network building

