

March 2017

## JOB PROFILE

Job Title: Senior Production Supervisor - Mixing  
Hay Grade: H13  
Department: Production – Mixing

### Purpose:

- Ensure all Mixing operators and equipment operate within Health and Safety guidelines and that all Approved Working Practices are applied, maintained and updated when required.
- Supervise team carrying out training, coaching and performance management as required.
- Ensure operators carry out all aspects of their role.
- Ensure team achieve good product to the highest quality standards with minimal wastage, whilst maintaining production targets and schedules.
- To lead and contribute to continuous improvement activities focused on bettering all aspects of Mixing performance.
- Manufacture, fill and pack product when assigned.

### Job Content:

- Be responsible for and ensure compliance of operators and machinery with Company Health, Safety and Environmental Policies.
- Organize, manage and motivate the shift team
- Lead and be responsible for shift operations. Lead by example and ensure all team members are well motivated.
- Ensure Approved Working Practices are maintained and compliance with Health, Safety & Environmental regulations.
- Ensure shift teams training records are maintained, up to date and validated against the AWP.
- All quality control tests are carried out correctly and reported accurately. Ensure deviations from standard processes or specifications are highlighted to Quality and any actions carried out use the concession process.
- Ensure that all SAP transactions are accurate, stock is accurate and in the correct locations.
- Ensure operators have high standards of housekeeping. Ensure issues that arise are dealt with quickly and effectively.
- Carry out PDR's and follow through development plans. Ensure 1 to 1's are carried out to agreed timescales.
- Suggest and implement changes which enhance safety, quality and efficiency
- Recognize, propose and implement relevant training for the shift team
- Communicate effectively across shift patterns and support team.

- Lead and contribute to continuous improvement activities, such as 5S activities, Mixing improvement team.
- Work effectively with other Mixing Supervisors towards common goals to agreed priorities.
- Lead spill response activities.
- Ensure consumable spares are available and equipment is kept in serviceable condition.
- Ensure finished products are packed accurately and ready for Despatch to collect on time.
- Carry out investigations of sub standard performance, make recommendations on corrective actions and take action within agreed limits and/or make recommendations to the Section Manager.
- Manufacture, fill and pack product when assigned. Batches are made accurately, MO's reported correctly and housekeeping is acceptable.

**Success Factors:**

- All safety deviations reported through the 1B system and corrective action taken.
- Risk assessments up to date and relevant.
- AWP's up to date and trained, validated and signed.
- Effective response to product quality control and fault diagnosis. Deviations reported through the 1Q system and corrective action taken.
- Target areas of continuous improvement and lead and support improvement teams
- Able to communicate products, people and machinery issues.
- Shift team is fully trained to carry out all necessary activities
- Ensure that safety hazards and sub standard machinery are dealt with quickly and effectively.
- Maintain the highest standards of housekeeping and machine condition.
- Deliver a high standard of productivity and accuracy to deliver the Mixing schedule.
- Performance issues are dealt with through training and coaching and disciplinary action taken when poor performance has been identified.
- Mixing Supervisors are seen as working effectively together tackling department wide issues collectively.
- Able to delegate appropriately and can prioritize issues effectively.
- Operators manufacture, fill and pack accurately. Stock is accurate, housekeeping is at acceptable levels and SAP reporting by operators is accurate.
- Deliver performance to meet (and exceed) department KPI targets.

**Job Knowledge:**

- Practical understanding of machine operations skills/engineering
- Health and Safety and environmental awareness
- Knowledge of products and relevant test procedures
- Effective team player
- Advanced understanding of SAP.

- NEBSM supervisory or similar training.
- Recognize health and Safety regulations and ability to carry out risk assessments if required
- Effective communicator.

