

Team Leader – Operations (Building 13)

DEPARTMENT: Operations

ABOUT THE ROLE:

The Team Leader will oversee a designated area of the operations function as a support to the Supervisor, managing specific tasks and activities as delegated, including the direct organisation and supervision of day-to-day operations activities and resources to meet departmental targets and objectives, and the identification, resolution and escalation of problems and issues. This is a varied role requiring initiative, discretion, and judgement and at times you may deal with difficult situations that arise. You will work to support the smooth running of the department and the continuous improvement of safety, quality, and productivity key performance indicators (KPIs) in the operational business.

RESPONSIBILITIES:

- Support the Supervisor on day-to-day activities, including communication, organisation of people and processes, whilst allocating and prioritising tasks and activities to maximise productivity.
- Maintain clear team goals and objectives and delegate tasks, monitoring progress and performance of the team and individuals.
- Promote continuous improvement and proactively seek new and improved methods of working to increase efficiency.
- Consistently act and behave in a way to role model all Numatic Company guidelines and policies, especially those relating to Environmental, Health & Safety, Security, Ethics Values and Codes of Conduct.
- Ensure that Health & Safety and Environmental practices, legislation and company procedures are always adhered to.
- Identify and respond effectively to issues and obstacles escalating to the Supervisor as appropriate.
- Carry out localised root cause analysis and identification activities to identify causes of and appropriate responses
- Collate relevant data for reporting purposes and maintain records in accordance with business requirements.
- Provide feedback based on experienced or foreseen issues or obstacles and propose solutions to prevent occurrence/recurrence, fostering an environment of continuous improvement.
- Support the planning of, carry out and oversee operative induction and probation processes and departmental training.
- Review and propose updates of Standard Operating Procedures (SOPs).
- Fully implement all changes to processes, methodology, environment, and practice within the department in a supportive manner
- Handle difficult one-off tasks or assignments.
- Supervise, coach and guide operatives to achieve and maintain high standards of performance, conduct, quality, and efficiency.
- Work closely with team to guide the work of other employees, whilst advising managers on work activities and developments.
- Display excellence in communication across Numatic teams and cascade relevant information in a timely and appropriate manner.
- Training people who work within the section to the correct Quality and Performance standards.
- Use feedback from managers and peers to improve own development.
- Develop open working relationships to ensure team operate in line with Company values.
- Although this is a non-production role, there may be times where you will support production.

ABOUT YOU:

- Sound working experience, ideally you will have experience of supporting a team.
- Strong understanding of policies, procedures, and standards.
- Experience of assembly and supply would be beneficial.
- Support in carrying out internal company procedures such as return to work interviews, accident, incident and near miss investigations.
- Flexibility in working hours, including additional or unsocial hours as required.
- Ability to build effective working relationships at all levels.

HOURS: 07.30 – 4.15 (Mon to Thurs) 07.30 – 12.30 (Friday)

SALARY: From £15.12 per hour

Closing Date: 15/04/2024

How to apply: Please send your CV and Covering Letter to jobs@numatic.co.uk