



AUTOMATION ASSEMBLY TEAM LEADER (NIGHT SHIFT)

Based in Chipping Norton

As a result of the Company's continued growth and expansion we are seeking an enthusiastic and self motivated individual to support the Cotswold Assembly Division, responsible to the Section Leader.

Job purpose:

To participate in and lead a team of operatives to produce assembled devices via the automation process against Build Schedule requirements by the efficient use of equipment and resources and in accordance to the companies Standard Operating Procedures. To ensure all line documentation is completed in accordance with laid down procedures

Key responsibilities:

1. To follow Company policy in all matters of Health and Safety
2. To assist in the running of automated assembly lines.
3. To ensure effective communication between other members of the team, Supervision and other departments, including Maintenance & production control.
4. Ensure that the team work to the Work Instructions and any other official document that is issues as part of the Batch File.
5. Responsible for ensuring that team members record accurate production data including any information required for the Batch File.

6. To monitor the performance of individuals/team and identify where this performance is below that expected. Report concerns to the Section Leader.
7. Ensure that components are readily available for continuity of shift/daily production. This includes product for the incoming shift.
8. To identify operators training needs and to implement the necessary training schedules in conjunction with the Section Leader to meet the teams needs.
9. To ensure line clearances are conducted according to the correct procedures.
10. To maintain daily cleaning procedures and good housekeeping practice within the work area.
11. Ensure all personnel entering the work area are correctly dressed according to departmental requirements and company procedures.
12. Responsible for ensuring that incoming product is correct to the Picking List and located correctly with the relevant identification.
13. Ensure that the Automation line is set up correctly including all attendant documentation and line identification.
14. To assist the Section Leader in continuous improvement & problem resolution activities.
15. To keep Section Leader informed as to labour requirements and to gain approval for any overtime working of team members prior to it being undertaken.
16. To report matters which affect team discipline to Section Leader in order that appropriate course of action can be taken.
17. To be responsible for collating all "In Process" documentation that forms part of a Batch File or any other documents that are to be completed.
18. To monitor assembly machine performance to identify trends within the shift & report findings to the Section Leader
19. Whilst the above represents a summary of key tasks expected of this role, related or unrelated tasks will be carried out at the discretion of the Supervisor and Departmental Manager.

Authority

To support the Supervisor in all aspects of the operation

Person specification

Details	Essential/Desirable
<p>Professional education (qualifications)/training</p> <ul style="list-style-type: none"> • Team Leader / supervisory experience • Six Sigma / Lean Manufacturing Principles • Continuous Improvement experience 	<p>Essential Desirable Desirable</p>
<p>Knowledge/experience</p> <ul style="list-style-type: none"> • Automation experience • Medical device manufacturing • ISO 13485, cGMP, CFR 820 	<p>Desirable Desirable Desirable</p>
<p>Specific job skills/abilities</p> <ul style="list-style-type: none"> • Computer literate e.g. Excel/Word and PowerPoint • Experience of quality management systems • Ability to confidently deal with people of all levels • Analytical & logical approach • Writing skills e.g. generate shift reports on performance 	<p>Essential Essential Essential Desirable Desirable</p>
<p>Interpersonal skills</p> <ul style="list-style-type: none"> • Effective team worker, equally able to work on their own • Highly self-motivated/self starter/resilient • Good communication skills • Hands-on style 	<p>Essential Essential Essential Desirable</p>
<p>Management skills (if required)</p> <ul style="list-style-type: none"> • Experience of supervising/managing people • Build excellent relationships at all levels • Excellent time-management skills 	<p>Essential</p>
<p>Core Values</p> <p>All Associates must demonstrate commitment to our Core Values:</p> <p>Our People Safety & Quality Customer Satisfaction Innovation Investment for the future</p>	<p>Essential</p>
<p>Terms and conditions</p> <p>Life assurance (4 times salary), opportunity to join a group personal pension 7.5% contributory scheme</p>	

Interested candidates should apply by e-mail attaching a full CV to:-

Jan Coppock, Human Resources

Tel: 01608 645555

E-mail: jan.coppock@owenmumford.co.uk

NO AGENCIES PLEASE