



MANUFACTURING OPERATIONS SUPERVISOR

Reports to: Factory Management	Abbreviation: MOS
Division/Department: Shopfloor Woodside 1,2 & 3	Deputised by:
Location: Woodside, Bishops Stortford	Version/Date: v4 Mar26

JOB PURPOSE

Assist Factory Management to manage Production, Quality Compliance, Cost, Delivery, Technical issues, Health & Safety, and Human Resources. Responsible for the day-to-day Management of people within all areas of responsibility, to ensure company targets and objectives are met to meet customer requirements, ensuring that staff comply with health, safety and standard operating procedures. Strive to continually improve using Lean tools to reduce costs, improve production and quality. Act with minimum supervision.

MAIN RESPONSIBILITIES AND DUTIES

- Ensure on time delivery targets are met by:
 - Managing the workflow by assigning responsibilities and preparing schedules
 - Guiding and coaching employees, monitoring their productivity and ensuring non-productive hours are measured, monitored and minimised
 - Detecting issues in efficiency and suggest improvements
 - Ensuring that Key Performance Indicators (KPI's) are monitored and targets achieved
 - Performing verification of production output according to specifications
 - Compiling reports about production/performance and providing management with updates
 - Liaising and coordinate with support functions to progress issues concerning production planning and resource/skill allocation to ensure delivery of products to schedule within all relevant quality specifications
 - Ensuring that internal delivery processes are adhered to support dispatch time windows
 - Conduct daily validation of ERP booked Job quantities, and operation final confirmations.
 - Conduct daily validation of ERP booked Job labour/machine hours, making required adjustments to align with daily attendance, ensuring accurate records of production output.
 - Using the ERP system to monitor labour/machine efficiencies ensuring tasks are carried out within specified targets, looking to drive improvements throughout.
- Ensure Quality Standards are maintained by:
 - Ensuring that non-conformance is challenged, and countermeasures are agreed and implemented
 - Participating in the MRB process for non-conforming parts, to identify root causes for quality problems, facilitating effective corrective actions to prevent recurrence.
 - The utilisation of lean manufacturing techniques, strive to exceed the Company targets in productivity, efficiency and quality on a continuous basis
- Ensure adherence to Health & Safety standards by:
 - Ensuring all employees in area of responsibility have the required training to carry out their role
 - Ensuring all employees are aware of their responsibility with regards to Health & Safety
 - Ensure strict adherence to safety guidelines and company standards and take appropriate action where there are any breaches
- Ensure HR processes and procedures are followed by:
 - Conducting return to work interviews
 - Dealing with absence requests

- Ensuring adequate manpower is available
- Management of time and attendance
- Assisting with disciplinaries/investigations as and when required
- Any other duties within your capabilities as directed by the Company
- Performing of any other duties within your capabilities as directed by the Company

QUALIFICATIONS PREREQUISITES

- Demonstrable experience in a similar role in the Aerospace company is essential
- Planning and production skills are essential
- Strong communication skills and people management is essential
- Good knowledge of Microsoft office is essential
- Ability to manage workload and schedule effectively is essential
- Lean manufacturing skills are desirable
- Knowledge and experience in using various types of manufacturing machinery and tools
- Strong organizational and leadership skills, together with a results-driven approach
- Problem Solving Abilities are essential
- Able to achieve results by setting high standards and committing to clear objectives
- Full understanding of customer expectations and deliverables with an awareness of the impact of failure/cost of poor quality

EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager	
Print Employee Name:	
Employee signature:	Date:
Manager Name:	
Manager Signature:	Date