



JOB DESCRIPTION

JOB TITLE:	DEPARTMENT:	REPORTING TO:
PCB Conventional Assembly Manager	Operations	Operations Manager
LOCATION:	GRADING LEVEL:	DATE OF JOB DESCRIPTION:
Hook	TBC	November 2018

JOB PURPOSE:

Responsible for the management, design and improvement of all PCB conventional assembly and finishing processes, including: through-hole component flow lines; small batch manufacturing; manual assembly; conformal coating and potting.

KEY RESPONSIBILITIES AND TASKS:

- Manage conventional assembly production lines producing high reliability PCBAs
- Research relevant quality records and drive associated improvements to targets
- Align improvement projects and working practices to all relevant business objectives
- Define, implement and monitor appropriate process performance metrics
- Identify and drive improvement projects linked directly to performance metrics
- Define, measure and report capacity requirements including the flexibility and skills of team members
- Analyse and provide innovation, implementation and maintenance of 'Best in Class' practices
- Publish and maintain technical roadmap linked to 'Best in Class' analysis
- Understand and report on latest technology to control inventory, throughput and operating expense
- Author investment justifications based on improving inventory, throughput and operating expense
- Analyse and group products to associated families, implement associated production lines
- Design and control tailored value streams within the process, based on appropriate product families
- Utilise flow lines to deliver product families – reduce batch sizes and WIP
- Deliver work place standardisation through the use of initiatives such as 5S and Visual Factory
- Influence and improve the process routings with Manufacturing Systems and Engineering
- Monitor and report against the production schedule to achieve output targets
- Attend contract review and production readiness meetings and supporting planning activity
- Define, lead and mentor the team to ensure capability of roles and process optimisation

PROFESSIONAL RESPONSIBILITIES:

People Management

- This role has people management responsibilities at a departmental / local managerial level

Training and Development

- To take responsibility for own training and development
- To be regularly supervised in accordance with good practice guidelines and policies
- To participate in the annual performance review process
- To attend all relevant mandatory training as and when required to do so

Health and Safety

- To ensure that all health and safety requirements are followed in line with Company policies and procedures

General



- To comply with all Company policies, procedures and values
- To ensure that all duties are carried out to the highest quality standards

ROLE & PERSON REQUIREMENTS:

Role Specification

- Experience of managing people
- Experience of managing production schedules
- Good computer skills

Person Specification

- Excellent communication and interpersonal skills
- High attention to detail and accuracy
- Flexible and proactive approach
- Able to respond to changes in demand and meet tight deadlines
- Able to mentor others and develop teams
- Act as a role model as a leader of a key production department

JOB EVALUATION & GRADING INFORMATION:

Driving Business Forward

- Working under: senior manager
- Level of decision making / influence: some – local impact
- Involvement in strategy & growth decisions: supports

Output and Consequences of Work

- Level of consequence of output: high
- Impact of consequences of output: multiple areas
- Focus on the quality of output: high
- Level of accountability: high
- Area of accountability: departmental level

Work Demand and Level of Responsibility

- Work demand: high
- Level of responsibility: local level
- Level of responsibility for business activities: normal & supports or implements

People Management

- Managerial responsibilities: at a departmental / local managerial level

Communication

- Level of communication: high
- Scope of communication: internal, cross departmental, some external customers
- Requirement to influence others, change behaviour & define direction: high to some audiences

Skill Level

- Level of skill required: high
- Scope of skill level required: multiple areas
- Dealing with issues: use initiative & be problem solving
- Processes & procedures: to be implemented or set
- Involvement in strategy decisions: supports



JOB HOLDER:

MANAGER:

Signature:..... Date:.....	Signature:..... Date:.....
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Please note that this job description is not an exhaustive list of duties and responsibilities. The post holder is required to be flexible and undertake other duties to assist with meeting operational needs.