



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>DEPARTMENT:</b>	<b>REPORTING TO:</b>
SMT & PCB Automation Manager	Operations	Operations Manager
<b>LOCATION:</b>	<b>GRADING LEVEL:</b>	<b>DATE OF JOB DESCRIPTION:</b>
Hook	TBC	November 2018

### **JOB PURPOSE:**

Responsible for the management, design and improvement of all automation, including: SMT, Conventional Soldering, Coating and Finishing processes associated with all manner of electronics PCBA manufacturing.

### **KEY RESPONSIBILITIES AND TASKS:**

- Research relevant quality records and drive associated improvements to targets
- Align improvement projects and working practices to all relevant business objectives
- Define and report on equipment OEE, utilisation, TPM and capability through SPC
- Identify and drive improvement projects linked directly to the reported 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, strive for SMED and publish roadmap to achieve
- 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.