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**POSITION DESCRIPTION**

**Manufacturing Supervisor**

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| **Context** |

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| Our purpose | To design and manufacture the best aluminium chambered boats in the world for safety, strength and ride, bar none. |
| Position Purpose | The purpose of the Manufacturing Supervisor is:  To supervise and mentor Manufacturing Coordinators and Manufacturing Team Members, ensuring people are well trained, processes are efficient and we deliver on targets. |
| Key Relationship | **Responsible to:** Production Manager  **Responsible for:** Manufacturing Coordinators  Manufacturing Team Members  (Welding &/or Non-Welding work areas) |

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| **What the position involves (accountabilities)** |

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| Job Specific | Coordination and allocation of all training, work in, and jobs flowing through the production areas you are responsible for, and reporting on an as required basis to the Production Manager.  Planning of all overtime and approval of leave requests in accordance with Stabicraft guidelines.  Representing the interests of the manufacturing team by fully participating in production and planning & new product development meetings and assuring that the right communication flows to the team.  Ensure all quality checks are completed prior to release of jobs from the work centre.  Facilitate the shop floor with the required resources, material & equipment (machine) to stabilise the manufacturing processes.  Support the shop floor by spearheading a quick response system that provides timely technical support ensuring that top quality products are being delivered, especially after “Things Gone Wrong” during the manufacturing process.  Develop and implement changes and new processes and procedures as required to improve the overall efficiency of the work areas, both from a time perspective and materials wastage.  Provide training and leadership to new team members and apprentices so that their skill levels, quality of welding and fabrication, efficiency, waste and rework levels improve over time.  Ensure all work completed is of a high quality and in line with Stabicraft standards by teaching team members how to follow the DPS and job card instructions accurately.  Teach team members the importance of being organised and keeping their work areas clean and tidy so they can work efficiently and complete tasks within standard timeframes.  Understand how team members are performing in relation to Oracle hours and work with them to improve these so that team members meet Stabicraft expectations.  Ensure that all staff are trained in and use Empower so that hour tracking on boats and other activities is fully and accurately tracked. Maintain unaccounted time for staff under 3%.  Sign off unit standards as part of the apprenticeship programme.  Lead a daily meeting with the team to plan the day ahead, look at key metrics and understand variance from expected team performance.  Work Centre One specific tasks:   * Management Production of CNC cutting * Production Management of CNC pressing * Ensure the smooth delivery of Stabicraft components to manufacturing teams |
| Leadership | Keep everyone safe – lead by example displaying positive health and safety behaviours and ensuring systems and processes are up to date and followed by the team.  Lead – manage, coach and support your team to ensure continual improvement in the knowledge, capability and performance of the team.  Regularly checking in - hold one-on-ones with all team members at least quarterly to build and track progress against development plans, to let them know if they are on track performance-wise and to pick up and address issues with. Take and retain notes for all one-on-ones.  Communicate – have regular conversations with your team and ensure effective communication channels are in place so everyone is on the same page, understands expectations and there is a consistent approach across the team.  Develop – ensure there is a skills development process in place to ensure the team are capable of doing their jobs to a high level, receive ongoing training and any skills gaps are identified.  Recognise – Give positive feedback and recognise a job well done.  Build a supportive team environment – Foster an environment that is inclusive and supportive and where the team feel equipped to do their roles, comfortable raising issues and are open to change.  Address issues – Ensure that any employee issues are addressed and raised with HR as soon as practically possible, and managed with an empathetic manner and in accordance with current employment practices.  Prevent Bullying and Harassment – know how to identify bullying and harassment in the workplace and not tolerate any bullying or harassment in your team. |
| Health and Safety | Comply with all workplace health and safety obligations by meeting the requirements of the Health and Safety at Work Act 2015. This includes:  Take reasonable care for your own health and safety and the health and safety of your work mates.  Take reasonable care that your acts (or omissions) do not adversely affect the health and safety of others.  Cooperate with any reasonable policies or procedures Stabicraft has in place including wearing any necessary PPE and clothing.  Report any potential or actual risks, injuries, work related illnesses and incidents (including near misses). |
| Other Duties | Exhibit a positive attitude and be a respectful and contributing member of the Stabicraft team.  Actively communicate with your leader and workmates.  Maintain a professional image when representing Stabicraft with customers, suppliers and dealers.  Any other duties as may be required. |

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| **What you bring** |

Knowledge and experience

* Practical engineering / manufacturing or other trades related background
* Demonstrated leadership skills and an ability to effectively delegate to achieve the required results
* A track record of creating engaged teams who perform at a high level
* Pride in producing a quality product
* Actively demonstrates Health & Safety leadership
* A leadership style that is fair, open and holds others accountable
* Strong coordination skills, problem solving and scheduling
* Good communication skills and a desire to work as part of team
* A continuous improvement approach, with a willingness to raise and implement improvement ideas
* The ability to remain calm and work effectively under pressure