

<b>POSITION INFORMATION SHEET (Non-Collective)</b>	
<b>Position Title</b>	<b>VIM Department Manager</b>
<b>Title of Supervisor</b>	<b>Senior Site Manager - Atlas Works</b>
<b>Title of next level Supervisor</b>	<b>Production Director</b>
<b>Location</b>	<b>Atlas Works</b>
<b>Grade</b>	<b>Non Collective Grade 13</b>
<b>Hours</b>	<b>Mon – Fri (37.5 hours per week)</b>

#### **Job Summary**

This is an exciting position for a person to independently manage the Primary Melting department within Atlas Works at Special Melted Products. The individual must have a drive to lead a department which performs to optimum efficiency and succeed in department and companywide goals aligning with the mission and vision. The position will also give the opportunity to drive and develop standards and expectations to ensure we have a best in class, customer ready environment.

The roles and responsibilities are categorised following a unique framework adopted by SMP 'SPQRC' which the individual will be responsible to perform.

#### **Safety**

- Ensure that all operatives within VIM are trained in the 5 units of the STOP safety program.
- Ensure that the VIM department achieves the required quantity of STOP cards per week in line with targets set by the EHS team.
- Safety, health and environmental compliance for the department including SWP creation, Risk Assessment, audit compliance.
- Ensuring that all VIM SWP's & RA's are reviewed and that all operatives are trained in the latest revision, per the departmental training matrix.
- Apply formalised 5s/hazard reduction processes daily and rigorously.
- Oversee the sequence of events following a safety incident, ensuring that PSR's/SIF's are completed in a timely fashion. Ensure that where actions are identified they are addressed promptly by the relevant parties.

#### **People**

- Fully accountable for Leading, motivating, coaching and developing individual team members with implementation of a strong succession plan through personal training and development plans ensuring appropriate matrices are updated.
- Responsible for ensuring all day-to-day people related tasks are fully documented and being carried on time and effectively e.g. One to Ones, Return to work interviews etc
- Responsible for managing first line Employee Relations within the team in a timely and accurate manner including any disciplinary and grievance hearings.
- Responsible for communicating payroll changes and departmental shift changes to ensure budget accuracy with the relevant departments.
- Accountable for control of holiday requests within own team ensuring that holidays are in line with plans and that production risk is minimised because of agreed absences
- Involvement in the recruitment process following all Company standards.

#### **Quality**

- Ensure compliance with the MI & TI quality procedures set for the tasks within VIM.
- Take the lead role in departmental quality audits and customer audits, ensuring that any non-conformances are actioned & addressed promptly.
- Oversee the sequence of events following a Quality incident, ensuring that PSR's/CEDAC's are completed in a timely fashion. Ensure that where actions are identified they are addressed promptly by the relevant parties.
- Ensure that right first time KPI's are set and communicated for the VIM teams to work towards
- Work with the process metallurgist's and quality engineers to drive quality initiatives in response to any IDN's raised.

#### **Responsiveness**

- Deliver a clear vision for the department to achieve enhanced productivity and efficiencies in line with the targets for VIM.
- Assist in the management of a smooth material flow between VIM and other areas, including sub-contract grind.
- Support team members within the planning, production control and supply chain function in the generation of department production schedules (Work to lists, cutting maps, sub-contract notes).
- Requisitioning/maintenance of key operating consumables.
- Ensuring charges are made in accordance with the melt programmes.

#### **Cost**

- Ensuring that the VIM department works within the allocated budget set by the finance team.
- Active participation in cost efficient exercises within the VIM department.

### **Skills Experience and Qualification**

- ONC/HNC in a relevant technical discipline
- Process Management experience preferred – eg six sigma / equivalent
- Proficiency in technical practices including and understanding of melt process and principles
- Good standard of numeracy and literacy
- Microsoft Office – Intermediate to Advanced level
- General management business acumen, including management experience within a high performing leading world class manufacturing environment. Cost management, P&L Management, Manpower planning, Capacity planning, Materials control
- Demonstrated experience in workplace cleanliness and 5's principles

### **Qualities & Attributes**

- Ability to lead a team and share knowledge, business strategy and vision
- Ability to manage across functions, influencing others to drive departmental business plan deliverables
- Ability to participate in improvement activities
- Demonstrates personal discipline to apply the requirements and accepted standards
- Demonstrates a proactive and motivated attitude clear drive to achieve results
- Ability to communicate at all levels