

POSITION INFORMATION SHEET (Non Collective)

Position Title	Forge Supervisor
Title of Supervisor	Forge Operations Manager
Title of next level Supervisor	Cyclops Senior Operations Manager
Grade	Non Collective Grade 10
Hours	37.5 hours

Job Summary

Supervise the Forge areas to attain planned standards of Health & Safety, Quality, on time performance, inventory control, OEE and cost. Interact with maintenance, H&S and technical department in relation to plant availability, safety concerns, quality deviations (IDN's/PSR's raised) and process improvements.

Primary Duties and Responsibilities

- Safety, health and environmental compliance for the department including SWP creation, Risk Assessment, audit compliance, corrective and preventative action, accident investigation and prevention.
- Use production schedules, scorecards, improvement plans and daily/visual management techniques as required.
- Apply formalised 5s/hazard reduction processes daily and rigorously.
- Requisitioning/maintenance of key supplies & equipment.
- Support Department Manager to deliver a clear vision for the department, to safely deliver enhanced productivity and efficiencies in line with forecast deliverables.
- Plan and manage asset and resource usage to ensure a co-ordinated manufacturing operation to meet service commitments.
- Coordinate the management and development of cross functional relationships to ensure the effective and efficient delivery of customer and business orders. This includes planning, transport and logistics, hardware/ equipment/ technical maintenance providers, Engineering, Quality and Maintenance
- Support the planning and supply chain function in the effective co-ordination of logistical material movements both internal and external.
- Support the Hot Areas Logistics coordinator in the management and development of cross functional (melt, forge and sub-contractors) relationships to ensure the effective and efficient delivery of customer and internal orders. This includes scheduling, transport and logistics for internal and external movements.
- 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).
- Plan and coordinate receipt, storage and processing and dispatch of hire work forge material.
- Adjust and rewrite campaign planning when required on back shifts to always ensure smooth running of department while maintaining SMP safety and quality standards and requirements.
- Support and mentor team members in operational development to promote multi skilling within department.

Supervisory Elements

- Fully accountable for Leading, motivating, coaching and developing individual team members with implementation of a strong succession plan through documented One to Ones, appraisals and 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 ensuring all documentation is processed in a timely manner with the relevant departments including any payroll changes and departmental changes to ensure budget accuracy.
- 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
- Management of 5s for the area
- Involvement in the recruitment process following all Company standards.

Skills Experience and Qualification

- ONC/HNC in a relevant technical discipline
- Process Management experience preferred – eg six sigma / equivalent
- Proficiency in technical practices including an understanding of Forging and Heat Treatment 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

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 drive communication at all levels