



## VACANCY BULLETIN

<b>Job Title:</b>	Assistant Team Leader
<b>Closing Date:</b>	16 <sup>th</sup> August 2021
<b>Location:</b>	Keele

**MAIN PURPOSE OF ROLE:** To ensure that we efficiently provide quality products to our customers in a safe and timely manner on a shift basis.

**BEHAVIOURAL PROFILE;** is driving, energetic and constantly challenges the status quo; has a strong sense of urgency to get things done quickly; works well under pressure and enjoys meeting tight deadlines; is competitive, ambitious and goal-orientated; wants responsibility for and authority over people; enjoys overcoming objections/resistance and achieving goals in the face of obstacles; can maintain a balance between being sociable and analytical; can work with people, yet does not require a lot of stimulation from others; can follow rules but is also capable of showing some initiative

**KEY RESPONSIBILITIES AND MEASUREMENT CRITERIA;** This role is to support the Team Leader on the line and step in and fulfil his/her responsibilities when the Team Leader is not present. **Safety and environment** – To support the Team Leader in ensuring that Safety is always treated as the number one priority and that the shift operates in such a way as to minimise environmental impact. This includes: Effective communication and implementation of site rules; Following safe working practices and procedures including timely reporting of accidents and emergencies; Recognising hazards and risks and reporting them, supporting the development of safe systems of work from risk assessments and implement safety behavioural methods of work.

**Quality** – Support the team leader in ensuring production complies with product specification and appearance acceptable to customer, responsible for production and schedule compliance.

**Leadership** – when the Team Leader is not present, lead the team through: Demonstrate through action, strong leadership principles. Promote and foster team working; Operate with integrity at all times by doing the right thing; Coach/mentor the team to achieve; Monitor performance of your team and deal promptly and effectively with any problems within your control and report those that cannot be resolved; Support the Team Leader for recruitment, training, discipline and labour organisation of your team in accordance with company procedures

**Communication** – Be pro-active, promote and encourage participative communication across all functional areas; Facilitate factory tours when needed; Communicate and drive the right behaviour in the line to meet delivery of targets; Support the Team Leader in correct data input for shop floor functions and SAP, control reporting and associated administrative duties.

**Operational Performance** – Support the Team Leader in applying continuous improvement techniques like “Practical Problem Solving” and Lean methodology to drive performance improvement. These should include. Waste reduction; Machine availability improvement; Customer Experience improvement; Financial improvement through cost reduction or value creation. To achieve this the Team Leader may liaise with stock control, quality and maintenance personnel to fully optimise production time and performance.

**Workplace Organisation** - To use established principles (5S) to ensure that the workplace is organised in the most effective manner. This will include; Determining where improvements can be made; Identifying resources required to standardise storage and location of work equipment, colour coding of equipment etc; Organisation of activity to constantly improve the work place; Standardisation of owned areas at world class levels; Ensure maintenance of standards; Providing support and encouragement to the Team

To apply for this position please send your CV to Careers via email [careers@marley.co.uk](mailto:careers@marley.co.uk)

**Recruitment Agencies:** Marley does not accept any speculative approaches to present candidates for advertised vacancies.