

Titon Role Profile

Job title:	MEV Supervisor
Reports to	Operations Manager
Team Name :	MEV
Management responsibility for:	12
Role purpose and primary objective:	
<p>The main purpose of the role is to deliver high quality product, on time, to our customer, at cost, in a busy and challenging assembly area whilst applying and complying with all Health and Safety regulations.</p>	
Core accountabilities:	
<ul style="list-style-type: none"> • Managing Safety within the MEV production area; <ul style="list-style-type: none"> ○ Encouraging best practices and innovation ○ Challenging and addressing bad practices ○ Ensure all persons working in the area are wearing appropriate PPE at all times ○ Carry out on the job training of team members where necessary ○ Support and promote a culture of safety awareness and safe working - ensuring that all accidents, near misses are reported • To achieve the daily & weekly customer build plan on time • Maintaining high quality standards through on-the-floor interaction with employees to ensure quality and accuracy in each step of the production process. • Establish good working relationships with colleagues and other area supervisors & managers • Informing Operations Manager of anything which may impact/change resource requirements • Maintain daily records of the team's performance to produce information for progress reports, including build quantities, OTIF, Health & Safety on departments KPI display • Participate in and promote the performance of teams daily objectives, unit build, all aspects of testing and packing • To keep working area organised to a high standard of 5s • Optimizing employee production and material efficiency through continuous improvement. • Working closely with internal groups and departments including despatch sales, engineering, quality, operations, and customer service to troubleshoot problem areas and confirm production needs are met. 	
People Management:	
<ul style="list-style-type: none"> • Manager time and attendance for operatives. • Communicate with staff on a regular basis to make them aware of priorities and operational requirements. • Assist in employee training, development and engagement. • Ensure sufficient adequately trained and competent workforce are available to carry out the task set • Report progress updates, key achievements and any concerns top the Management Team. • Have clear communications skills with the ability to adapt your approach to each member. 	
Describe the most complex/challenging aspects of the role	
<p>To meet all customer delivery dates plus making the most efficient use of the team, balancing the staff against demand and getting the best from the team.</p>	
Knowledge, skills and experience required (Essentials and Desirables):	
<ul style="list-style-type: none"> • Understanding of lean manufacturing experience especially in continuous improvement, elimination of waste, 5S, visual management (D) • Previous experience using ERP systems – AX (D) • Strong computer skills in order to analyse, organize and present data and information using Microsoft Office (including Outlook, Word, Excel, Teams, and PowerPoint) (D) • A self-starter who takes a proactive approach and has good decision making skills. (D) • Supervisory or management experience in a fast paced manufacturing environment (E) • Must have knowledge of, production processes, QC, costs and other techniques for maximizing the effective manufacture of products (E) • Strong problem solving and analytical skills (E) • Strong attention to detail and proven skills around accuracy (E) • Strong people skills (E) • Able to plan, direct and delegate work to others, assess performance and make improvements or take corrective action (E) 	