

| Job Description | |
|---|----------------------------|
| Job Title: Team Leader | Department: Factory |
| Reports to: Production Manager | |
| Location: Nubuild factory | |
| Job Description prepared by: Production Manager | |
| Approved by: Director of Operations | |
| Main purpose of job role | |
| <p>Swan (Nu Build) are looking to fill vacancies for Team Leader on the Factory Shop Floor.</p> <p>These roles are to assist the daily production needs of the Shop floor by maintaining a first line of Supervision.</p> | |
| Key Responsibilities | |
| <ul style="list-style-type: none"> • Supervising and motivating staff within their teams to meet production targets • Solving production queries • Ensuring the production line is adequately resourced • Day to day management of shop floor personnel in line with company policies • Engaging personnel to be responsible and active during the working day • Awareness of Health & Safety to ensure we maintain company policies • Communication with the Production Manager & Engineering Team • Ensuring all work tasks are completed in line with Standard Operating Procedures • Monitor and ensure quality standards are upheld and drive Right First-Time mindset • Maintain work flow by monitoring steps of the process, initiating and fostering a spirit of cooperation within and between departments, reporting and resolving problems. • Ensure continuing efficient operation of equipment by reporting faults for maintenance procedures and continually evaluating equipment for improvement • Maintain a safe and clean work environment by educating and directing personnel on the use of all control points, equipment, etc • Contribute to team effort by accomplishing related results as needed. • Team development. | |



nubuildTM
Building Intelligent Homes

Key Qualifications/ Experience

Minimum 2 years proven experience in a supervisory role is essential. Experience of a factory/manufacturing environment is a distinct advantage as are good DIY skills.

Required Attributes/Knowledge

- Min 2 Years' experience working within a supervisory role in a Manufacturing /Construction business.
- Leading a team with mixed skillsets and mindsets.
- Excellent positive communication skills.
- Be aware of standard industry practices.
- Dealing with challenging situations.
- Ready to prove you are reliable, hardworking and committed.
- Team player.
- Able to adapt to a busy pressurised factory environment.
- Have the ability to accurately follow written procedures at all times.
- Have a strong attention to detail.
- Self-motivated, flexible with a can-do attitude.

Other Accountabilities

1. Acting at all times in accordance with Swan's published policies and procedures.
2. Ensure that Swan's Single Equality Scheme Policies are complied with and promoted in carrying out duties of the post.
3. Ensure that the requirements of the Data Protection Act are complied with in carrying out the duties of the post.
4. Promote Swan in a positive manner.
5. Ensure that duties are carried out in accordance with Health and Safety procedures.
6. To undertake other tasks as reasonably required to meet the varying demands of Swan.

| Person Specification | |
|-----------------------------|------------------------|
| Job Title: | Team Leader |
| Department: | Nubuild Factory |

| | ESSENTIAL | DESIRABLE |
|------------------------------------|---|--|
| QUALIFICATIONS | | Relevant qualification in Supervision of people. |
| EXPERIENCE | <p>A minimum of 2 years' experience supervising.</p> <p>Able to read and follow CAD drawings.</p> <p>Experienced in following written work instructions and engineering drawings</p> | Problem solving, High level DIY, Construction, Manufacturing, Assembly, Production, Repeatable procedures, Problem solving |
| KNOWLEDGE | Good DIY experience including use of hand tools, or good production experience within a manufacturing environment. | Word, Excel, |
| SKILLS/ CHARACTERISTICS | <p>Leadership and motivational skills</p> <p>Excellent spoken and written communication skills in English</p> <p>The ability to build relationships with colleagues at all levels</p> <p>To be able to plan and prioritise your own work and other people's</p> | |