

Job Description

Job Title: Shift Manager	Salary: 31,500
Reports to: Operations Manager	Hours: Working a 4 shift continental shift pattern (12hr shifts - Nights & Days)
Location: Kimbolton or as reasonably required	Direct Reports: Shift Operators

Main purpose of the role

- Responsible for all onsite shift production operations - to ensure achievement of published shift production plan to specified quality targets or accurately account for the causes of any shortfall
- Manage shift towards achievement of 95% Manpower Productivity across all plants.
- To ensure that all shift production activities are in full compliance with Health, Safety and Environmental site rules.
- Ensure overall agreed site cleanliness and housekeeping standards are enforced and maintained

Key Responsibilities & Tasks

- Effective day to day managing, motivating, control and deployment of all staff reporting to ensure agreed production objectives are achieved in planned timescale to the required quality standard.
- Maintain and control discipline in all areas and ensure that all employees reporting 'work to contract' and remain on station.
- Attended return to work interviews, and disciplinary meetings and ensure that agreed improvements are complied with.
- Ensure all routine training requirements of staff are delivered and recorded in accordance with training policy to include: induction, one off training and refresher training.
- In association with OM identify own SWP, TBT, FLT and First Aid training requirements and those of their shift operatives against the Sundown skill's matrix.
- In association with the OM develop Operatives training plans and deliver identified modules from Sundown POM as required with all documentation being signed and Sundown skills matrix updated.
- Thereafter ensure effective performance and development of all shift staff towards achievement of 95% Productivity by means of day to day management, fortnightly OEE review and ongoing training.
- Implement company policy and procedures with regard to Holidays (one man per shift at

any one time) and HR issues.

- In association with the OM conduct shift Operatives annual appraisals and ensure that all issues raised are dealt with in a timely manner
- To ensure that all shift production activities are in full compliance with Health, Safety and Environmental site rules.
- Ensure all accidents and near misses are reported and documented in accordance with Company procedure
- Responsible for ensuring that all site and production areas are maintained in a clean, tidy and safe state and that 'housekeeping' is of a consistent high standard i.e. in accordance with 5S/Shadow Boards.
- All breakdowns are reported immediately to senior engineer if any engineers on site and entered into Pirana.
- Ensure accurate and effective shift handovers
- Ensure own shift production records are fully completed by Operators and signed as complete and accurate.
- Attend and contribute to fortnightly shift performance review with OM.

Key Skills & Competences

- Must be fully trained & tested on all plant
- FLT licence
- H&S awareness

Attitudes

- A hands on approach to the role
- Keen to understand and improve the production processes
- Organised
- With a can do attitude