



Job Title:	Alpha Production Team Leader
Department/Team:	Operations - Alpha Production
Reports To:	Alpha Production Supervisor
Location:	Chiswick Avenue, Mildenhall (full time on site)
Date:	April 2024

Job Purpose

Responsible for undertaking production duties whilst supporting the Alpha Production Supervisor with managing production and leading the Alpha Production team.

Key Responsibilities

Health and Safety

- Promote a positive health and safety culture and support the management of health and safety by developing and maintaining best practice across production and department.
- Attend and deliver Toolbox Talks (when required) to team ensuring that team understand their health and safety responsibilities (including any updates/changes to legislation, process and/or policy).
- Monitor and observe to ensure that all employees are following safe working practices and wearing correct Personal Protective Equipment (PPE), highlighting areas of concern as needed.
- Undertake near miss and accident investigations when required to understand root causes, recommending and implementing improvements to reduce the risk of any recurrence (with support from the Health and Safety Consultant).

Production and Quality:

- Be an 'Expert' of knowledge for department.
- Assist with the preparation, filling and de-moulding of moulds using tools and equipment in a safe manner whilst following correct processes.
- Lead the team with the preparation of mixing the concrete.
- Undertake a first quality check on moulds and products throughout the production process, reporting any quality defects or concerns to the Quality Assurance team.
- Share knowledge and experience with new employees and colleagues working in the department as part of the JKH rotation programme.
- Operate lifting equipment ensuring the safe manoeuvre of casted products around the site.

Leading the Team:

- Assist with the running of the department ensuring that customer requirements and JKH quality standards and targets are fully met, reporting any concerns to the Supervisor.
- Monitor production processes and workload to ensure that orders are completed on time and in line with daily workflow targets, adjusting schedules as needed and advising the office team of any issues with drawings which may delay production.
- Work with and have good relationships with all stakeholders to support team productivity, product development and quality.



- Provide cover for the Alpha Production Supervisor when they are absent for sickness, holiday and training etc. attending relevant meetings as needed.
- Assist the Alpha Production Supervisor with administration as needed.
- Assist with recruitment and induction for new team members.
- Manage resourcing and absence within the department.
- Assist with training and development of team members.
- Maintain a clean and safe working area, ensuring that all tools and equipment are stored safely and in the correct place.
- Ensure that stock levels within the department are maintained and at an adequate level, ordering resources as needed.
- Recommend, implement and develop innovative ways of working to increase productivity and quality, taking a proactive approach to continuous improvement within department.
- Provide Key Performance Indicator (KPI) data as required by the business.

Other:

- Be an ambassador for JKH's brand and values - demonstrate the company values through behaviour and ways of working:

Integrity - *Act with honesty and deliver on promises. Maintain strong moral principles at all times regardless of who is watching.*

Accountability - *Safety is the priority, don't cut corners. Everything is done to the highest standard and always look for what can be improved. Take ownership of tasks and do not walk past a problem expecting the next person to deal with it.*

Collaboration - *Co-operate with others to achieve team goals. Treat everyone with respect and provide support where you can.*

- Undertake any training and development as required by the business.
- Attend meetings as required by the business.
- Undertake ad hoc projects as required by the business.
- Work with the Alpha Production Supervisor, Senior Management Team and other Stakeholders to implement company policies and procedures and targets.
- Any other duties as required by the business.

Knowledge, Experience and Technical Skills

- Experience working in a production/manufacturing environment producing high quality products, working with technical drawings and managing production schedules - working with concrete products is desirable.
- Experience of leading a team and overseeing a department in a manufacturing environment, including health and safety and supporting with training and development.
- You will have a proactive continuous improvement mindset and be able to coach and support colleagues across the business.
- You will have excellent communication skills, good attention to detail and be able to prioritise effectively.
- You will have good knowledge of MS packages including Outlook, Word, PowerPoint and Excel.
- You will have an enthusiastic engaged attitude and eagerness to help JKH to continue to grow as a business.



Person Specification

- Role Model behaviour - lead by example, follow and reinforce JKH's values
- Be positive and encourage and be a strong leader of the team
- Receptive to new ideas and have the ability to listen and implement new ideas
- Continuous Improvement Mindset
- Manages conflict effectively - good conflict management skills
- Ability to raise concerns in a clear and objective manner
- Accepts personal responsibility to make things happen
- Earns credibility and trust
- Good at planning, problem solving and making decisions
- Ability to make decisions and have the courage of your convictions
- Ability to work as part of a team and develop good working relationships with all stakeholders