



Job Title:	Workshop Team Leader
Department/Team:	Operations - Workshop
Reports To:	Workshop Supervisor
Location:	Chiswick Avenue, Mildenhall (full time on site)
Date:	October 2023

Job Purpose

Responsible for undertaking assembly and welding/fabrication duties whilst supporting the Workshop Supervisor with managing production and leading the Workshop 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.
- Assemble & fit handrails, gratings and other accessories on casted products.
- Follow and interpret technical drawings and cutting lists.
- Cut and fabricate steel accurately to technical drawings and BSEN1090 standard.
- Set up MIG welders to undertake a range of different welds dependent upon materials and design.
- Assist with galvanising process including the preparation of products for galvanising.
- Use tools and equipment in safe manner, metalworking equipment includes handheld grinders, hydraulic press, cropper, pillar drill, band saw, belt grinder, metal roller, and bender.
- Share knowledge and experience with new employees and colleagues working in department as part of the JKH rotation programme.
- Complete all paperwork required for BSEN1090 compliance.
- Assist with the loading and unloading of lorries, log goods (such as steel) that are delivered and ensure they are stored in the correct place.

Leading the Team:

- Assisting with the running of the department ensuring that customer requirements and JKH quality standards and targets are fully met, reporting any quality defects or concerns to the Supervisor and Quality team.

- Monitor production processes and workload to ensure that orders are completed on time and adjust schedules as needed, advising the office team of any issues with drawings and cutting lists 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 Workshop Supervisor when they are absent for sickness, holiday and training etc. attending relevant meetings as needed.
- Assist the Workshop 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 Workshop 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

- Qualified MIG Welder and Fabricator with relevant experience
- City and Guilds Level 2 qualification in Metal Inert Gas Welding or an equivalent qualification.
- Experience working in a production/manufacturing environment producing high quality products - working with concrete products is desirable.
- Experience with technical drawings, cutting lists and managing production schedules.
- Ability to fabricate steelwork to BSEN1090 standard.
- Experience operating a range of metalworking equipment.
- Experience of working in and overseeing a department in a manufacturing environment.



- Experience of leading a team, including supporting with training and development.
- Experience of overseeing health and safety in a manufacturing environment.
- Good knowledge of MS packages including Outlook, Word, and Excel.
- Excellent communication skills, good attention to detail and be able to prioritise effectively.
- Have a proactive continuous improvement mindset and be able to coach and support colleagues across the business.
- 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