

## Key Role Statement

Job Title:	Team Leader
Responsible to:	General Manager
Responsible for:	Designated Team

### Role Purpose:

To be accountable for developing and supporting their Team to meet or exceed Company and Customer requirements within the performance targets, standards and goals.

### Key Tasks:

1. Supervise and be responsible for all functions, activities, and personnel in allocated Teams. Recognise and apply priorities in line with those planned and established with the General Manager.
2. To undertake and complete:
  - Return to work interviews
  - PDR's
  - New staff Team member interviews
3. Responsibility for Team Member disciplinary issues.
4. Monitor absentees and performance defaulters in conjunction with General Manager.
5. To liaise with other Team Leaders on allocation of labour in line with planned priorities.
6. To assist in the planning of production requirements from appropriate machine and ancillary equipment, ensuring relevant materials are available.
7. To communicate production needs to Team Members, allocating resource as necessary to achieve effective utilisation of the Team and equipment.
8. To plan with the General Manager, breaks, holidays and absence cover, enabling optimum performance to meet Company and Customer requirements.
9. To liaise with the General Manager on optimum labour requirements within the Team for present and future production requirements.
10. To organise services of Maintenance or support personnel notifying of the need for repairs and ongoing requirements.
11. To ensure Team Members apply the specified operating procedures for all manufactured product in the area.
12. To assist in providing individual job training and coaching to new recruits to the Team and existing Team Members, monitoring their progress toward achieving acceptable levels of quality and performance.
13. In conjunction with the Team, identify specific team and work area problems and assist in the implementation of improvement plans.
14. Monitor, record and be accountable for Team and equipment performance and in conjunction with the Team, establish and implement means of improvement.
15. To supply through monitoring and measurement accurate Management and Team control information on the Team and Unit.
16. To communicate verbally and by use of Team logbook, ensuring full awareness is achieved on all area information to aid the Management Team, Team Leaders and Team Members achieve effective performance.

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17. To liaise with the General Manager and Team Leaders of other areas in the pursuit of more effective operating through resource or improvement solutions.
18. To undertake the role of a Team member as the need arises and where skills allow.
19. To direct the Team in applying and maintaining sound workplace organisation. This must be policed and reviewed at all times.
20. To hold regular meetings with the Team and other Team Leaders.
21. To constantly monitor people and equipment ensuring compliance on Health and Safety Issues.
22. Take part in quarterly reviews with the General Manager.

### Objective Performance measures

Areas	Indicators
Adherence to plan	Time plan Gantt chart
Cost control	Adherence to budget
Performance	Adherence to specification Adherence to planned output
Customer satisfaction	Positive customer feed back Quality complaints