

Job Title: Britclips Team Leader
Base: Walraven Ltd,
18 Wildmere Road,
Wildmere Industrial Estate,
Banbury,
OX16 3JU
Reporting To: Department Manager – Production
Salary Range: £25,000 - £28,000 per annum

Position Overview

To work as part of the Walraven Ltd, Banbury team providing a comprehensive and effective service, and support to the business.

We are looking for someone who is highly motivated, and has sound mathematical skills, with a keen eye for detail. Has the ability to structure and prioritise their workload, as well as others, can set and manage objectives, coach and mentor staff, promote and implement continuous improvement of employees, machine and working practices.

The post holder will be expected to excel under pressure and meet tight deadlines in full compliance with ISO 9001:2015 and ISO 45001:2018 standards.

Products will be manufactured/assembled using the most efficient production processes available to the company, without jeopardising the quality of the product. Cleanliness, cost, time and efficiency will be a key focus in delivering to the customers' expectations and supporting the needs of the business. Ensuring continuous compliance to Health & Safety (H&S) Regulations and Walraven's H&S policy.

Key Responsibilities

- Responsible for the Britclips section, overseeing all work, capacity and any issues therein, whilst ensuring accuracy of stock and locations
- Manufacture products as detailed on the route card and product drawings in compliance with Safe Operating Procedures (SOPS): this will involve the setting and use of various production machinery including Impact presses, automated packaging and auto riveters. Maintaining an efficient and professional approach to all operational tasks at all times
- Ensure preventative maintenance is undertaken on all machinery and tooling, ensuring they are kept at the highest standard before and after use and with a scheduled maintenance plan. Liaising with Production Manager, Facilities & Machine Maintenance Co-ordinator and Support Services
- Liaise with current service providers regarding maintenance, breakdowns and compliance requirements
- Ensure goods are packed as detailed on the route card, ensuring all QA controls are adhered to according to the relevant Quality Control Process, and distribution of the finished goods is in accordance with the work flows in place
- Monitor and maintain the correct quantity of relevant components to ensure the machines and tooling are always ready for use when required
- Monitor and optimise the section with respect to output, quality, waste reduction and labour allocation

- Manage capacity, lead times and resource availability to fulfil current and future production plans in sync with the Production Facilitator
- Continually evaluate and deliver productivity improvements, promoting increased efficiencies, service, and quality performance
- Ensure Health and Safety procedures and safe working practices are adhered to throughout, promote and maintain a safe working attitude at all times
- Participate in the undertaking of staff PDP's and review meeting throughout the year
- To carry out any other duties as required by the Production Manager and/or the senior Management Team

Training and Development

The Department Manager - Production will provide a PDP (Personal Development Plan) over 3 stages throughout the year, via an online platform, Walraven Academy.

Staff will be provided with the necessary education, training, and support to enable them to meet their responsibilities.

Required Personal Specification

- Experience with supervising/managing a team
- Sound educational background, with a good/excellent command of the English language
- Experience of setting and running general machinery and associated accessories
- Knowledge of Production quality control processes
- Experience of machine and tooling preventative maintenance
- Ability to read and action technical product drawings into the production

Working Schedule

Monday to Friday 7:30am to 4pm with a 30 minute unpaid lunch break

25 Days holiday per annum (5 days of allowance must be kept for Christmas shut down) plus 8 Bank Holidays

Employee Benefits

Employee assistance programme – Medicash policy that provides money back against certain everyday health care bills

Salary sacrifice pension scheme – Through Peoples Pension

Employee recognition scheme – Bonusly platform that turns points into vouchers

Life Insurance policy – once probation has been passed

Cycle to work scheme – once probation has been passed

MotorSave scheme – once probation had been passed

Living Wage accredited

Investor in People accredited

Volunteer Scheme – allows 2 paid days off per year to provide support for local charity

Free uniform and PPE provided where required