

**TBC (Graham Rankin)**

**Job Description**

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| **Job title:** | Production Supervisor |
| **Accountable to:** | Head of Supported Training and Marketing |
| **Reporting to:** | Unit Co-Ordinator |
| **Hours:** | 40 hours per week |
| **Salary:** | £18,500 + 7% non-contributory pension scheme (after qualifying period). |
| **Location:** | Coca Cola, Knockmore Hill, 12 Lissue Road, Lisburn, BT28 2SZ, with travel to all other Orchardville locations |
| **Holidays:** | 23 days + 12 statutory days |

**Main Purpose:**

The Production Supervisor is primarily responsible for ensuring that production targets are met. Based on the factory floor, the post-holder will appropriately supervise Employees and Service Users to ensure that tasks are being completed properly and to a high standard. While primarily based at our Coco-Cola location, you may on occasion be asked to attend training or meetings at other Orchardville locations.

**Main Responsibilities**

1. **Production Supervision**

* Ensuring all targets are met
* Ensuring all production is recorded
* Ensuring there is a constant flow of MU’s
* To work on MU rebuild in any capacity required.
* Deputise for the Unit Co-Ordinator in their absence, which will include liaising with warehouse staff in regards to product numbers
* Working within Coca-Cola guidelines
* Operate forklift truck as required

1. **People Management & Development**

* Supervise all Employees and Service Users, identifying and rectifying issues as required
* Ensure all Service Users have a congenial and safe working environment
* Be familiar with Service User handbook and the procedure within it
* Ensure that Service Users adhere to standards expected inside the workplace
* Ensure all policies and procedures are implemented and followed.

1. **Health & Safety Management**

* Ensure health and safety protocols are followed
* Ensure all incidents / accidents or near misses are recorded and reported.
* Ensure all relevant health and safety records are maintained
* Ensure a high standard of housekeeping is maintained

1. **Personal Development & Training**

* Take part in quarterly planning and development meetings and annual appraisal with line manager
* Identify personal and training needs and provide feedback for any training undertaken

1. **General**

* Report to Line Manager at regular and timely intervals to ensure they are aware of all operational issues within the business
* Assist in the implementation of any changes introduced by the organisation
* Carry out other duties as necessary
* Adhere to the Orchardville Adult Safeguarding Policy
* Ensure core values of Orchardville form the basis of professional conduct

**Personnel Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| Health & Safety Qualification |  | **✓** |
| **Additional Training** |  |  |
| Forklift Truck Licence | **✓** |  |
| **Experience** |  |  |
| 6 months experience of working in a production environment | **✓** |  |
| 6 months supervisory experience, preferably in a production environment | **✓** |  |
| Experience of working with people who have a learning disability |  | **✓** |
| **IT / Technology** |  |  |
| IT literate, to include MS Excel and Outlook | **✓** |  |
| **Other Requirements** |  |  |
| Physically fit to undertake the duties of the role (which may include heavy lifting, large amounts of manual work and control of machinery including forklift trucks) | **✓** |  |
| Current full driving license, valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full.  *N.B: Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license.* | **✓** |  |
| **Required Behaviours** |  |  |
| Good interpersonal skills and the ability to communicate at different levels as appropriate, especially with trainees. | **✓** |  |
| Excellent organisational skills, to be able to plan production | **✓** |  |
| Self-motivated and able to motivate employees | **✓** |  |
| Be a team player | **✓** |  |
| Have a flexible attitude to work | **✓** |  |
| **Special Circumstances** | | |
| Successful candidates will be required to undergo an Access NI disclosure check. | | |

**NB:** Criteria may be enhanced to assist short-listing.