

Job Description



Name	
Date	
Manager Authorisation	
HR Authorisation	
Business / Support Function: Operations	
Job Title: Deputy Production Leader	
<p>Mission:</p> <p>To support Production Leaders in the leadership of their teams, to achieve maximum productivity and output without compromising health, safety, environmental management, quality, cost, and delivery performance.</p>	
<p>Accountabilities:</p> <ul style="list-style-type: none"> You will be accountable for the overall quality of products built in your area – ensuring all quality concerns are escalated promptly to the appropriate team. You will be accountable for overall process adherence, ensuring SOPs and any other controlling documents are followed and are regularly reviewed to ensure they are up to date. Any issues with any controlling document must be escalated promptly to the appropriate team. 	
<p>Authorities:</p> <ul style="list-style-type: none"> HR system administration – Deputise for the Production Leaders within the system limitations for short-term absence. Run reports, review, amend working hours (e.g., overtime and absence management), management of exceptions within set deadlines. 	
<p>Responsibilities:</p> <p>Health, Safety and Environment:</p> <ul style="list-style-type: none"> Adherence to all health, safety and environmental standards in accordance with Apollo procedures and processes challenging and reporting all health, safety, and environmental issues and concerns. Ensuring all PPE requirements are maintained against requirements per process and that appropriate action is taken when not. <p>Leading yourself and the team:</p> <ul style="list-style-type: none"> To comply with the requirements as stipulated in the Apollo Mission Statement and Code of Conduct at all times. You must demonstrate you are someone who shares and lives our Cultural Genes. You must lead by example and will be expected to challenge anyone who does not and coach them on why it is important to Apollo that we all demonstrate the same values and behaviours. To engage and motivate the production team. Use the Company Reward and Recognition platform to celebrate notable achievements in accordance with company guidelines. To identify training requirements for new or existing personnel or processes and/or to increase the flexibility of the production team members highlighting the requirement to the Team Leader / Training Team and ensuring that training records are completed, and that the Skills Matrix is maintained through the training team. Maintain line discipline, escalating issues as necessary to higher leadership and management. 	

- Assist the Production Leaders with the organisation and planning of talent development review meetings and process.
- To carry out all duties associated with this job role in compliance with the requirements of GDPR, acting with discretion and confidentiality when appropriate, and escalating concerns and issues where applicable.

Technical Requirements of the position:

- Assist the Production Leader with the accurate production, analysis, and reporting of data in the format required on a timely basis noting and reporting reasons for over / underachievement.
- Assist the Production Leader with adherence to control chart procedures by monitoring control charts and initiating escalation procedures as and when necessary.
- Identify abnormalities and monitor adherence to processes and procedures through regular process checks correcting deviations as required.
- Monitor compliance charts, i.e., ESD Strap test chart, MCC charts etc. and ensure compliance
- Approve and monitor line changeovers including First-Off approval.
- Ensure there is always an orderly workplace and cleanliness rules are applied to achieve and exceed the required controls on production lines and processes. You will also be part of team decisions around creating work environment cleanliness standards.
- To actively participate in workplace audits and improvement projects as required.
- Packing and sign-off of finished goods as required.
- To confirm production equipment meets the required quality standard for calibration and maintenance by completion of relevant testing procedures and the retention of records.
- To support Lean Manufacturing initiatives by actively participating in teams, projects, or business improvement projects.
- Use of an ERP system is key to Apollo's core business system. Documented procedures must be followed in all instances, with transactions being processed with clarity and accuracy. Opportunities for improvement and/or process changes will be embarked upon in a manner consistent with company protocol and in line with departmental and holistic business requirements.
- The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Deputisation Responsibility

- Deputising for the Production Leaders as required during spells of absence with tasks that may include but is not exclusive to the below.
- Complete Job Rota's and Time Sheets (as required) and communicate sickness (temporary and permanent personnel) to HR / Production Administration.
- To manage holiday, sickness, lateness, and other types of absence in line with company policies, processes, and systems. Ensure necessary process administration is completed on time and accurately, including the return-to-work review meetings are completed following sickness, especially in the absence of the Production Leader.
- Continuous monitoring of production build and quality levels by completing/reviewing short interval control mechanisms (hourly charts, MCC charts etc).
- Update and transact to the ERP system as required.
- Assist the Production Leaders with the Input of production build, and test pass / fail data into the production graphs and data into the weekly build schedule.
- To order materials and supplies as and when required and to communicate shortage information on a timely basis.

- Assist the Production Leaders with Ensuring compliance in line with COSHH regulations, ensuring all requirements are maintained and regular audits of chemical cupboards are completed and check sheets are maintained. All MSDS sheets available at the source.

Development Responsibilities:

- You will train and develop skills for using the current HR software to control absences, holidays, sickness, and employee records.
- You will be enrolled on the KnowB4 training program and will be expected to complete all training in accordance with the plan.
- You will be provided access to the Company IT system, including emails, Office 365 and any other software required to complete your role. (You will be provided with training for the use of these tools).
- You will be enrolled on internal workshops that are designed around growing your people leadership skills - you will be supported and coached by Production Leaders and others within the business.
- You will be asked to take part in continuous improvement projects and will be expected to become an ambassador for driving change - learning new techniques and engaging with the teams.
- Where appropriate, work with, support and learn from the Production Leaders to address disputes and carry out conflict resolution.
- You will be introduced to the disciplinary and grievance process and may at certain points be asked to carry out investigations while supported by another leader and/or HR, you may also be asked to support the role of taking notes within investigation meetings.
- You will be introduced and will sit in on mid and full-year appraisals and will begin to develop the skills necessary for setting and achieving objectives around the performance and development of staff.

Skills and Competencies

Indicate the importance rating of each of General / Professional / Management & Leadership skills / competencies required to perform in the position.

Ratings: 1 – Basic /Satisfactory 2 – Good 3 – Advanced 4 – Expert

General Skills:	Target level
Customer Relations	2
Health and Safety	3
Co-operative Skills	3
Cost Effectiveness	1
Cultural Knowledge	3
General Financial Knowledge	1
Local Legislation	1
Negotiation Skills	1
Business Management Systems	2
Organisation and Prioritisation Skills	3
Presentation Skills	1
Reporting Skills	1
Representation and Etiquette	3

Self-Management and Self Reflection	2
Collaboration and Teamwork Skills	3
Integrity and Resilience	2
Training Skills	3
Apollo Business Process Knowledge	2
Computer Skills	2
ERP System User Level	2
Lean Principles	2
Management & Leadership Competencies:	
Change Management	1
Communication	2
Delivering Results	3
Problem Solving and Decision Making	1
Professional Skills:	
Experience in volume electronics manufacturing using world-class philosophies, techniques and lean manufacturing principles	2
A proven first-line supervisor in a production environment with a sound knowledge of high-volume electro-mechanical sub-assemblies.	1

Employee Signature:

Date:

Manager Signature:

Date: