

Machine Shop Manager (Synatel Instrumentation Ltd)

Working within the in-house Machine Shop and the wider Production department you will oversee the Machine Shop processes and make sure that the machines are running smoothly and efficiently so that goods are produced at the right cost and on time to meet with customers' demands. The role is also responsible for improving productivity by increasing machine runtime, reducing costs, and improving efficiency within the Department. This role will be an on-site role, based at our Norton Canes manufacturing facility and there is currently no consideration for remote working.

Key responsibilities and accountabilities:

1. Plan and organise Machine Shop schedules.

- a) Assess project and resource requirements and ensure that tools and machinery are fit for purpose and have an efficient structured maintenance schedule in place.
- b) Schedule resources within your team to meet production requirements and ensure the organisation of priorities to achieve the daily, weekly and monthly targets.
- c) Operate within budgeted costs and seek opportunities to make savings where possible.
- d) Liaise with the Buyer to ensure that stock levels can be managed effectively to serve the department's requirements without failure.
- e) Continual improvement of processes, both efficiency and cost reduction as well as reviewing and recommending enhancements of the tools and machinery

2. Lead, manage and motivate the production team to high levels of performance and consistent delivery of objectives.

- a) Support the recruitment of new employees. Assign, direct and evaluate their work and oversee the development of their competence.
- b) Be positive, promote teamwork and encourage ideas that contribute to improved performance.
- c) Identify and develop potential at every level and ensure all staff are able to develop within their prospective roles through internal/external targeted training.
- d) Manage team performance issues (conduct & capability) through appropriate channels with support from HR.

3. Determine and meet quality control standards.

- a) Ensure that quality standards in the production area are adhered to, reviewed and improved.
- b) Participate in defining product specifications to meet with both customer and process requirements.
- c) Drive 6S standards across the department and working within the ISO9001:2015 quality framework.
- d) Improve product quality and reduce defects.
- e) Drive safety performance and improvements, including full review of all risk assessments and ensure all Health & Safety and Environmental standards are adhered to.

4. Measuring and Reporting on Performance.

- a) Liaise effectively with all the factory departments to ensure the Machine Shop's plans are aligned with business targets.
- b) Clearly demonstrate efficiencies to the senior management and keep up to date records.

Competence:

a) Essential

- Highly competent machine tool operator/Setter – preferably with a time served background or with in-depth experience of working within or supervising a Machine Shop.
- Demonstrate several years of Management or Supervisory experience in a manufacturing environment. You will need to demonstrate at least 4 years of Machining experience and 2 years of management or supervisory experience and possess excellent organising and planning skills.
- The ideal candidates will have prior machining experience within a manufacturing environment.
- IT literate
- Good verbal and written communication skills.
- Possess drive and initiative and be able to work as part of a team.
- The ability to understand Production plans and deliver against them.

b) Desirable

- A good and demonstrable track record of financial awareness (operational cost control & estimating prototype costings).
- A team player who can build and lead high performing teams through effective communication.

Knowledge:

a) Essential

- Machining Experience (Use and programming where applicable)
- Managing and Supervising Staff

b) Desirable

- Knowledge of using and programming some or all of the following: ROMI GL series, Hardhinge Talent 6/45, XYZ Mini Mill milling machine, and other Colchester and Bridgeport machines.
- Proficient with Microsoft Office suite.

Skills:

a) Essential

- Excellent interpersonal skills to be able to engage confidently with key stakeholders at all levels across the organisation.
- Ability to work under pressure and to tight deadlines.
- The ability to drive continuous improvements to systems, processes, practices and procedures.
- Accuracy and close attention to detail.

Apply Now

**If you'd like to join our diverse and inclusive team send your CV to:
careers@don.co.uk**

Make sure to include the location you would like to work at.

We look forward to hearing from you,

The DonElec Group