

Job Description: Shift Manager



We are passionate about wood. We use wood to manufacture bespoke homegrown fencing, pallet and packaging timbers. Our aim is to provide high-quality timber products that will help build our customers reputation. Over the past decade, we have quadrupled our production capacity. We have achieved this by investing in modern automated sawmill equipment, whilst retaining the manual procedures necessary to provide an extensive range of bespoke timber products. We are proud of our status as a successful UK manufacturing company based in the North East of England. All of our raw material is homegrown and all of our sales are within the UK.

Passionate about people too. Provide guidance, support, instruction, direction, and leadership to the team to achieve maximum productivity whilst maintaining the quality standard expected by our valued customers.

We have

- A role that requires mixing together your skills in Production, People, Quality, Training, and HSE with the hands-on running of machines to cover those all-important breaks and maintain efficiency
- A management team driving significant change in all aspects of the business
- A position to challenge the status quo and make a difference

You Have

- Computer literacy specifically for Excel and Outlook
- Understanding that you may undertake additional or other duties as necessary to meet the needs of the business

Production

- Efficient and safe production methods adhered to at all times
- Assist operators in finding the most effective methods of working
- Ensure recording errors are accurately reported and resolved
- Liaise with Engineers regarding breakdowns of equipment ensuring minimum downtime
- Create shift reports that are easy to understand (clear)
- Help achieve all production daily targets
- Reduce non-target production and report any issues
- Use Navision to verify every run and make corrections where appropriate
- Assist in covering breaks across all machines
- Seeks “Continuous Improvement” through innovation and a generation of new ideas and approaches. Isolates problem areas and puts forward suggestions and ideas for improving existing systems and procedures.
- Ensure production status HR/HR boards are kept up to date and performance measured and challenged to improve plant efficiency.

People

- Prepare & attend the weekly production & engineering review.
- Prepare & run the shift handover meetings.
- A gift for leading by example
- Ensure your team adhere to all company rules and policies
- Utilise your team successfully
- Ensure continuous running is managed excellently
- Assist managers in driving positive change within the business and actively promoting a one team ethic through-out the shift
- Strong communication and relationship skills

- Actively involved in the appraisals process
- Hold return to works meetings
- Demonstrate, through personal commitment, appropriate action and behaviour, a willingness to work flexibly in order to ensure that business targets and objectives are achieved.
- Manage recruitment process and lead interviews & selection.
- Conduct low level disciplinary & in-depth investigations/grievances.

Quality

- Ensure product leaving your area is within specifications
- Relentless pursuit of quality
- Ensure quality control checks are undertaken and documented
- Check pack labels in Navision for discrepancy
- Ensure Quality issues are investigated and robust controls are put in place to prevent re-occurrence.

Training

- Ensure that you have an understanding of all the operators’ roles within your area of control whereby you can explain and demonstrate how equipment is operated
- Control training files/skills matrix/SOP’s and prepare detailed training plans
- Train & coach TL’s – RTW, investigations & appraisals
- Embrace any training requirements that the company sees fit to help develop you personally, and the business.

HSE

- Ensure cleanliness of the shift
- Ensure that equipment in your charge is operated in accordance with safe working procedures
- Ensure your staff undertake documented pre-use checks of any equipment they operate

COLLABORATION AND COMMUNICATION

- CREATES A CULTURE OF TEAMWORK
- BUILDS STRONG AND EFFECTIVE TEAMS

COMMUNITY SPIRIT

- GIVES BACK TO THE COMMUNITIES THAT SUPPORT US
- TAKE AN ACTIVE ROLE IN THE ENVIRONMENT

EXCELLENCE

- CONTINUES TO DRIVE FOR EXCELLENCE IN EVERYTHING
- DEDICATED TO EXCEEDING EXPECTATIONS OF INTERNAL AND EXTERNAL PARTNERS

HONESTY AND INTEGRITY

- OPERATES WITH TRANSPARENCY AND IS TRUSTED
- DEMONSTRATES HUMILITY AND SELF-AWARENESS

PEOPLE AT THE HEART

- CREATES A CLEAR VISION AND STRATEGY
- SAFETY AND WELLBEING ARE ABOVE ALL ELSE

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- Ensure that your staff wear all the required PPE provided
- Ensure all accidents, incidents and near misses are reported and assist in the investigation where necessary

You might also have

- Experience in modern lean manufacturing techniques
- Experience in a culture that has moved from reactive to proactive
- Previous machine experience, loading shovels, material handlers and skid steer
- Experience of implementing new production lines within a business

Role reports

- Shift Manager

Pay scale

- £32,200

Type of employment

- Permanent
- Full Time 40 hours

Shift

- Week1 Monday – Friday: 08.00-16.30

Location

- County Durham

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How we do things around here

We have a lot of technical competence across the business and very proud that we have a few of the last real “saw millers”. With the changing times what we need from our leaders has changed too. None of our Manager roles are desk-based jobs, you will spend a good amount of your time within the mill to understand the challenges.

TMT has just started on a journey focusing on improving leadership and managerial skill with 4 key areas:

Build a strong and effective team

In order to deliver excellence, you’ll need to build a high-performing team. That means you should:

- Recruit, attract, identify, and hire great people, and build an active pipeline of talent, even when you have no open positions.
- Retain high-performing staff members (which includes everything from ensuring that great employees have meaningful roles with real responsibility, to creating an environment that great people want to work in, to making retention a priority).
- Give clear and actionable feedback that helps people get better and better at what they do (including meaningful praise and honest discussions of what they could do better).
- Have the courage to have the difficult conversations.

Drive action and execution

In order to ensure that goals move to action and lead to results, you’ll need strong day-to-day management practices. That means you should:

- Monitor progress against goals on an ongoing basis. Support in identifying and dealing with problems and unforeseen events.
- In assigning specific pieces of work, get aligned with staff members up-front about what you want to be achieved.
- Stay engaged over the course of the work: Check in, review work, and get your hands dirty in order to see how work is progressing (before it’s too late).
- Debrief work once it’s done in order to draw lessons and hold staff members accountable for results.
- Keep staff members informed about the organization (and bring staff into organization-wide decision-making).
- Stand behind the organisation’s decisions and work passionately toward their realisation, even if you would have chosen a different direction.
- Promote from the viewpoint of what makes sense for the whole of TMT, rather than just for your department.

Set vision and goals

To deliver excellence, we need everyone aligned about what success looks like and how we’ll know it when we see it. That means that you should:

- Establish, with your staff, clear outcome-based goals capturing what success looks like for your team and for individual staff members, and ensure that plans are in place for meeting those goals.
- Draw clear lines from the work of your team and individual staff members to the big priorities.
- Ensure that goals truly drive the day-to-day work of your team.

Be a leader

As a manager within TMT, you’re part of our leadership team. That means that you should:

- Live and breathe our core values throughout your work.
- Lead, coach and inspire team and peers.
- Proactive raising issues and questions (and bringing solutions to the table when you can).
- Make decisions with openness and fairness, seeking staff input whenever possible.
- Skilfully interacts with decision makers.

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